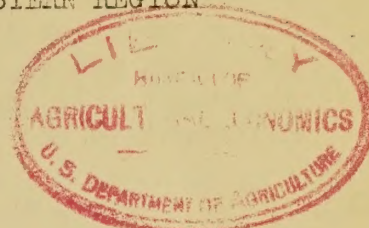


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

OFFICE PROCEDURE

PART II



USE OF FORM WR-302 ("REPORT OF SEEDED ACREAGE FOR 1939")

A. General.

Form WR-302 has been prepared for use in securing a complete and accurate record of the land in a farm in 1939, the crops seeded on such land, and whether the owner or operator intends to participate in one or more of the various programs which may be offered in 1939.

One copy of WR-302, containing the data entered by the county office in accordance with the instructions in paragraph B below, will be used by the supervisor as a work sheet on which to record his findings at the time he visits the farm. When this form is returned to the county, two typed copies will be prepared in accordance with the instructions in paragraph E and one will be forwarded to the operator who signs the form, and the other copy will be kept in the county office.

If a fall inspection is to be made in connection with the Crop Insurance Program, the supervisor who inspects the farm for the purpose of executing WR-302 will also take along the crop insurance inspection report and will prepare both reports at the same time.

B. Data to be entered on WR-302 in the county office before the supervisor makes the inspection.

A form WR-302 shall be prepared for each farm participating in the 1938 Agricultural Conservation Program and for any other farm with respect to which the owner or operator has indicated his intention (1) to participate in the 1939 Agricultural Conservation Program, (2) to apply for a wheat price adjustment payment, or (3) to apply for a wheat loan for 1939 if wheat loans are made available. Only one copy need be prepared at this time. The following data will be entered:

1. 1938 work sheet number. If two or more separately owned tracts were combined as a single farm in 1938 and ACP-68 was executed with respect to such tracts, prepare a separate WR-302 for each.

2. Aerial photo number assigned to the 1938 work-sheet farm.
3. State and county code.
4. In Section I enter the complete description of all land included in the farm identified by the 1938 work-sheet number. (All land in a single tract if such tract was combined with others under ACP-68.)
5. If ACP-79 has been prepared for the farm and has been mailed to the producer, enter on line 5 of Section IV the wheat acreage allotment established unless an appeal has been received from the operator, landlord, or tenant. If any other allotment has been established, enter such allotment in the appropriate space.

C. Data to be entered on WR-302 by the farm supervisor.

The supervisor shall visit each farm with respect to which he has received a WR-302, and shall, at the time of inspection, enter the following data on the form:

1. The name and address of the 1938 operator and owner.
2. The acreage of cropland, noncrop open pasture, restoration land, woodland, roads, and the total area of the 1939 farm.
3. If the land, owned and operated during the 1939 crop year by the persons whose names the supervisor has entered beneath the title of the form, and described on line 1 of Section II, consists of exactly the same land as that described in Section I, enter "yes" as the answer to question 2, but if such land is not exactly the same, enter "no" in the space provided in question 2. Where the answer to question 2 is "no", enter on the lines provided in item (a) a complete description of all land (owned and operated by the persons whose names appear beneath the title) in the farm for 1939 which was not included in the farm in 1938 and is not described in Section I. If any of the land included in the 1938 farm is not owned and operated in 1939 by the persons whose names appear at the top of the form, enter on the lines provided in item (b) a complete description of all such land.
4. If the land described in items 1 and 2 of Section II is to be operated in 1939 as a unit with other separately owned tracts, enter "yes" as the answer to question 3 and list the names of the owners of all such tracts together with the serial numbers of the work sheets representing each tract in 1938. If the land is not to be combined with other tracts under ACP-68, enter "no" as the answer to question 3.
5. If the operator whose name has been entered beneath the title of WR-302 will continue to operate the land described in items 1 and 2 of Section II throughout the 1939 crop year, enter "yes" following the first question in item 1 of Section III. If the operator does not intend to continue operating the land, enter in the space following the second question in item 1 of Section III the date on which the operator's lease or operating agreement expires.

6. Answer questions 2, 3, 4, and 5 of Section III with "yes" if both the owner and operator intend to participate in the various programs listed. If, however, only the operator or owner intends to participate in a particular program, enter "operator only" or "owner only", whichever is applicable. The supervisor should make it clear to both the owner and operator that their answers to these questions are for information purposes only and are not binding upon either of them. In other words, if either the owner or operator does not now intend to participate in one or more of the programs listed, but later finds that he would like to do so, he will not be prohibited from participating in such program merely because he does not intend to do so at the time WR-302 is prepared.
7. Report in Section V all crops seeded on the farm for harvest in 1939 and, in addition, report all other uses of land in the farm. It is important that the utilization of all of the land in the farm be reported in this Section. However, only soil-depleting crops shall be reported on lines 1 to 16 inclusive. Lines 17 to 31 inclusive shall be used for all other crops and land uses. Enter in column (b) the field number/s; enter in column (c) the acreage in the field/s reported on the same line in column (b); in column (d) enter the approximate (or actual if known) date on which the crop was seeded; and in column (e) enter the intended use of such crop, such as "harvest as grain", "green manure", "cover crop", etc. Make no entry in column (f). Enter in columns (g) and (h) the percentage shares of the landlord and tenant in the crop named on the same line in column (a).

If land is being cultivated in preparation for a soil-depleting crop, but such crop has not actually been seeded at the time the inspection is made, write the name of such crop in column (a) on one of the lines 8 to 15, inclusive and the notation "not yet seeded". On the same line in column (d) enter the approximate date on which it is anticipated that the crop will be seeded. Other information regarding the crop shall be entered in the manner prescribed above. Use as many of the remaining lines 8 to 15 as are necessary to record data regarding soil-depleting crops not listed on lines 1 to 7 inclusive. If there is any volunteer wheat on the farm such wheat must be reported as a separate crop on one of the lines 8 to 15 and shall not be included in the acreage of winter wheat reported as seeded on line 1. The field designation, the acreage, and the intended disposition of the volunteer wheat are particularly important. The entry on line 16, column (c), must represent the sum of all acreages reported on lines 1 to 15 inclusive in that column.

Enter on line 17 to 30 inclusive data in regard to all crops (other than soil-depleting) seeded for harvest in 1939. Subtotal the acreages of crops and practices on line 31, and enter on line 32 the sum of the entries on lines 16 and 31, column (c). If spring wheat is to be seeded in 1939 on any of the land described in Section II, enter "yes" in the space provided on line 33. Also enter the approximate number of acres to be seeded. Any other pertinent information shall be entered in the space provided for "Remarks".

D. Signatures.

Both the 1939 operator (or owner if the operator is not available) and the supervisor must sign WR-302 and enter the dates of their signatures on the lines provided. The additional lines are for the signatures of the operator and the supervisor who makes the second inspection in 1939.

- E. After the supervisor has completed his inspection and returned WR-302 to the county office, any acreage allotments which may have been established since WR-302 was given to the supervisor shall be entered in Section IV. The serial number assigned to the farm for 1939 shall be entered in the space provided. Then typed copies shall be made in duplicate and one copy mailed to the operator or owner who signed the original.

-----oOo-----

November 17, 1938

LIBRARY
BUREAU OF
AGRICULTURAL ECONOMICS
U. S. DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM --- WESTERN REGION

OFFICE PROCEDURE

PART I

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE PROCEDURE
TO BE FOLLOWED IN DETERMINING SOIL-DEPLETING ACREAGE ALLOT-
MENTS, NORMAL YIELDS OF SPECIAL CROPS, PRODUCTIVITY INDEXES,
AND CARRYING CAPACITIES OF NON-CROP PASTURE LAND

STEP I. - REVIEW OF 1938 DATA.

The data on the 1938 listing sheet (WR-203) should be reviewed for the purpose of making any corrections in farm-land, cropland, or other data which supervisors' measurements or other facts indicate should be made.

STEP II. - CALCULATION OF 1939 ACREAGE ALLOTMENTS, NORMAL YIELDS, PRO-
DUCTIVITY INDEXES, AND CARRYING CAPACITIES.

Wherever possible the 1939 acreage allotments, normal yields, productivity indexes, and carrying capacities of non-crop pasture lands will be calculated on the basis of the corresponding determinations established for 1938. In accordance with instructions to be issued by the State Office, the county committee will outline the procedure to be followed in each county. Any calculations necessary will first be made either on the 1938 listing sheet (WR-203) or on a sheet of tabulation paper prepared for the purpose in accordance with instructions to be issued by the State Office. Allotments and yields for wheat and other special crops will be copied from the listing sheets for such special crops. The farm acreage allotments will be totaled, and the average of the normal yields and productivity indexes will be checked, to make sure that they come within the county limits established by the State Committee before the 1939 listing sheet (Form WR-303) is filled out.

STEP III. - TRANSFERRING DATA TO THE 1939 COUNTY LISTING SHEETS,
FORM WR-303.

This listing sheet will be prepared on a typewriter, and an original and two copies will be made. The original will be sent to

39-4
52 W2
NOV 26 1938

the State Office for checking the total allotments, average of productivity indexes, average of normal yields of special crops, and average of the carrying capacity of non-crop pasture land. If any corrections are necessary, the listing sheet will be returned to the county office and new listing sheets will need to be prepared. It is essential that the county office make sure that the allotments come within the limits established before the listing sheet is typed.

STEP IV. - PREPARATION OF ESTIMATE SHEET FOR 1939 AGRICULTURAL CONSERVATION PROGRAM.

A seeding plan and payment estimate will be worked out for each farm by the community committeemen, in cooperation with the farm operator, on the blank sheet called "ESTIMATE SHEET --1939 AGRICULTURAL CONSERVATION PROGRAM". The basic data to be used for filling out this Estimate Sheet will be taken from the 1939 county listing sheet. As soon as the county listing sheet has been approved by the State Office, a copy of the listing sheet for the farms in each community will be sent to the community committee, for the filling out of the Estimate Sheet for each of the farms listed on the listing sheet.

The Estimate Sheet for use in each county will be prepared in accordance with instructions of the State Office. It will show only those items which apply to the farms in that particular county. The various items on the Estimate Sheet will be filled out on the basis of the particular provisions of the 1939 Agricultural Conservation Program Bulletin which apply in the particular county. The information to be used in filling out the Sheet will be the data shown on the county listing sheet or which may be on file in the county office in some other form.

The Estimate Sheet will be filled out in duplicate, the original to be given to the farmer and the other copy to be kept in the county-office files. When the county office has received its file copy, old calculations on the Sheet will be checked, and, if any error has been made, a corrected copy will be sent to the community committeeman, who shall give the correct copy to the farmer.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 RANGE CONSERVATION PROGRAM - WESTERN REGION

PART V
SECTIONS I & II

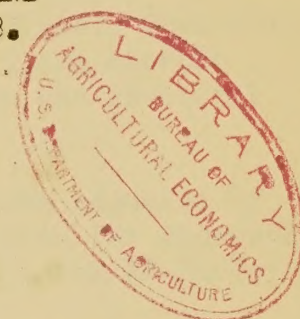
OFFICE AND FIELD PROCEDURE

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION PROCEDURE
TO BE FOLLOWED IN PREPARING FORMS WR-315, WR-316, WR-217
REVISED AND PROCEDURE FOR MAKING SURVEYS OF RANGE LAND
NOT PREVIOUSLY EXAMINED IN 1936, 1937, or 1938.

CONTENTS

SECTION I

	Page
I. Public Notice to Ranch Operators- - - - -	1
II. Requests for Participation- - - - -	2
III. Description, Status and Eligibility of Range Land- - - -	2
IV. Sources of Information and Responsibility for Obtaining Grazing Capacities- - - - -	2
V. Calculation of Grazing Capacity from Existing Records and Determination of Grazing Capacity for Lands not Previous- ly Examined- - - - -	3
A. Procedures to be Followed:	
1. When the 1939 ranching unit consists entirely of lands for which a grazing capacity has been pre- viously established and assembled by the Western Range Survey- - - - -	3
(a) Use of Range Type Map- - - - -	4
(b) Use of Recommended Practices Map - - - - -	5
2. When the ranching unit consists partly of range land which has been examined and mapped by Western Range Survey and partly of range land not previously examined- - - - -	6



MAR 14 1939

W52W4
1939

3.	When the ranching unit consists entirely of lands that were examined in connection with the 1936, 1937, or 1938 programs, but the data for which was not assembled in the Western Range Survey---	6
4.	When the ranching unit consists partially of land mapped by Western Range Survey and partially of land for which data is available recorded on Forms WR-16, WR-116, or WR-216- - - - -	6
5.	For range lands which have not been previously examined- - - - -	6
6.	Calculating Grazing capacity or acreage of mountain meadow land- - - - -	6
B.	Use of Form WR-316(b) - Report on Grazing Capacity and Range-Building Practices- - - - -	7
C.	Adjustments - - - - -	7
D.	County Grazing Capacity Limits- - - - -	8
E.	Policy Toward Use of Range Survey Data - - - - -	8
VI.	Approval by County Committee- - - - -	8
A.	Approval of Grazing Capacity- - - - -	8
B.	Approval of Range-Building Practices- - - - -	8
VII.	Map Showing Practices Performed in Previous Years- - - - -	9
VIII.	Serial Numbers- - - - -	10
IX.	Range Listing Sheet - Form WR-217 Revised- - - - -	10
X.	Range Program Policy- - - - -	10
XI.	Instructions for Preparation of Form WR-315- - - - -	15
XII.	Instructions for Preparation of Form WR-316- - - - -	19
XIII.	Instructions for Preparation of Form WR-217 Revised- - - - -	21

SECTION II

Instructions to Field Range Examiners for Making Range Surveys- - - - -	24
---	----

COPIES AND DISTRIBUTION OF RANGE FORMS

	No. Req.	Distribution		
		Co. Com.	St. Ofc.	Opf.
WR-315	1	X		
WR-316	3	X	X	X
WR-316(a)	1	X		
WR-316(b)	2	X	X	
WR-316(d)	1	X		
WR-316(e) (Map)*	1	X		
WR-217 Revised	2	X	X	

A copy of each range form prepared must always be kept on file in the county office.

* Necessary for all new range surveys or where the existing map of the ranching unit is not adequate to comply with instructions.

This chart applies to all cases except the following:

1. It is not necessary to prepare Forms WR-316(a), WR-316(b), WR-316(d), and WR-316(e) for a ranching unit the grazing capacity of which has already been assembled on Forms WR-216(a), WR-216(b), and which contain the identical acreage in the 1938 ranching unit.

2. Where the grazing capacity of a ranching unit has been adjusted by the county committee and is being submitted to the State committee for approval, copies of Forms WR-315, WR-316, WR-316(a), WR-316(b), WR-316(d), and WR-316(e) shall be forwarded to the State office.

SECTION I

I. PUBLIC NOTICE TO RANCH OPERATORS.

Ranch operators should be publicly notified of the availability of the Range Conservation Program; of the pertinent facts concerning it, where requests for participation may be filed; and of the final date for acceptance of such requests. This should be done as early as possible at community meetings, through the press, and by any other appropriate means.

The county committee may determine that, in their county, units of range land smaller than 640 acres shall not be eligible for participation in the 1939 Range Conservation Program but may be included in the 1939 Agricultural Conservation Program as non-crop pasture land; and that units of 1,000 or more acres of range land shall not be eligible for participation in the 1939 Agricultural Conservation Program as non-crop pasture land but may be entered in the Range Conservation Program. It has been found, in many instances, that the expense incurred in making range surveys on small tracts of land up to 640 acres under the range program is out of proportion to the range-building payments received by small operators. Where these operators are eligible for the crop program in a county, their range land ordinarily can be handled more effectively as non-crop pasture land.

II. REQUESTS FOR PARTICIPATION.

Operators desiring to take part in the 1939 Range Program should file Form WR-315, "REQUEST FOR PARTICIPATION - 1939 RANGE CONSERVATION PROGRAM," in the county Agricultural Conservation Association office not later than June 1, 1939. These forms will be furnished through the county office.

III. DESCRIPTION, STATUS AND ELIGIBILITY OF RANGE LAND.

The Secretary of the County Agricultural Conservation Association or other qualified member of the county office designated by the county committee will give assistance to the operators in filling out Forms WR-315. Range Program procedure is a specialized job. Therefore, it is highly advisable for some individual in the office to have the specific duty of familiarizing himself with the national bulletin, State handbook specifications and instructions so that he may handle all phases of that branch of the work. It will be his responsibility to check the accuracy of the land status and control of the range lands described, also to see that there are no duplications of applications on any land. (See definition of range land - RCP-1939) Operators will be required to produce leases or other written evidence of control. For those tracts found eligible, the person doing the checking will place his "O.K." and initials in column A on the back of the form. Those tracts or portions of tracts not found to be clearly eligible will be crossed out and must be eliminated from the unit; where only portions of tracts are eliminated, the acreage will be corrected by drawing a line through the acreage figure and inserting over it the correct figure. He will ascertain whether the lands have been previously examined and grazing capacities established therefor under previous Range Conservation Programs; and whether the ranch operators and lands are eligible under the provisions of the 1939 Handbook. Where a ranch is located in more than one county or State, the Form WR-315 will be filed in the office of the county and State within which the ranching unit is regarded as located. The office handling such cases must immediately notify all other county offices in which portions of the land is embraced, giving descriptions of lands in such counties and requesting the offices of those counties to check the status and control. The county office receiving such requests must attend to the checking of status and control and make reply immediately so as not to cause delay in handling. If range surveys of the lands have been made, the grazing capacity must be calculated and included in the reply. Form WR-315 should be carefully filled out at the beginning, otherwise time-consuming correspondence may later be necessary. Detailed instructions for preparation of Form-315 will be found on page 15.

IV. SOURCES OF INFORMATION AND RESPONSIBILITY FOR OBTAINING GRAZING CAPACITIES.

There are three sources from which data will be obtained for use in connection with determination of the 1939 grazing capacities; (1) from the Western Range Survey maps and tabulations, (2) Forms WR-16, WR-116, WR-216, and WR-216(a) or WR-216(b), which are not included on the Western Range Survey maps, and (3) from 1939 field examinations.

In any case for which the grazing capacity has already been assembled on Forms WR-216(a) and WR-216(b), and if the 1939 acreage is identical with that of the 1938 ranching unit, the grazing capacity and acreage figures may be copied direct from these forms to Form WR-316. For all other cases involving unexamined land or ranching units where acreage has been added or deleted, one of the following procedures must be used:

1. Where the grazing capacity of the entire ranching unit has been calculated and put on a map by the Western Range Survey, the county committee will direct a member of the county office to calculate the grazing capacity of the ranching unit by applying Procedure 1, Subsection V of this Section I.
2. Where the grazing capacity of all the ranching unit has been previously established and recorded on Forms WR-16, WR-116, or WR-216 but is not included on a Western Range Survey map, the county committee will direct a qualified member of the county office to calculate the grazing capacity in accordance with Procedure 3, Subsection V of this Section I.

In cases where changes through added or subtracted lands have been extensive, county committees should make a complete new assembly on Form WR-316(a), including all and only lands in the 1939 ranching unit.

3. Where a grazing capacity for all or a part of the ranching unit has not been previously determined, the county committee will direct the range examiner to make a range survey or will interpolate in accordance with Procedures 2 and/or 5, Subsection V of this Section I.

Additional field data required by the county committee to approve range-building practices on range lands for which a grazing capacity is of record, will be obtained by the range examiner or by a qualified member of the county office.

Detailed instructions for preparation of Form WR-316 will be found beginning on page 19.

V. CALCULATION OF GRAZING CAPACITY FROM EXISTING RECORDS AND DETERMINATION OF GRAZING CAPACITY FOR LANDS NOT PREVIOUSLY EXAMINED.

A. The following procedures will be followed in calculating the grazing capacity of range lands:

Procedure 1. When the 1939 ranching unit consists entirely of lands for which a grazing capacity has been previously established and assembled by the Western Range Survey.

(a) Use of Range Type Map.

From the map determine the acreage and grazing capacity of the range land and the acreage of mountain meadow land. The range Type Map shows by colors and symbols the types and subtypes of the forage found on the range land within the county and the number of surface acres and the number of animal months of grazing capacity for each type, either by type and subtype or by types within sections. The surface acres and animal months of grazing capacity shown for "numerator" or upper figure gives the number of acres in the type or section; the "denominator" or lower figure shows how many animal months of grazing capacity are available in the type or section. From the Range Type Map and designations thereon, acreages and number of animal months of grazing capacity for any fractional part of the type or section may be calculated. In all cases under this Procedure 1 a Form WR-316(a) will be completed.

The following example shows how this may be done:

R 17 E

32	33	34	35	9 Bgr Ber Hja
12 Bgr Gut Pro				
5	$\frac{2200}{275}$ 4	15 Bgr $\frac{445}{149}$ 3	13 Bgr Ber $\frac{2140}{833}$ 2	T 7 N T 6 N
15	Gut Ber Arl			
8	9 $\frac{4566}{767}$	10	11	
		1S Bhl And Yu		
17	16	15	$\frac{2605}{625}$ 14	

The above map shows that sections 3, 4, and 9 include only a part of the land covered by four vegetative types. The problem is to determine the grazing capacity of the land included in the three sections.

Tabulate the following data on the Form WR-316(a) (Grazing Capacity Work Sheet): Any Forms WR-216(a) not used in connection with the 1938 Range Program may also be used, provided the form number is changed to WR-316(a). In column 1 enter the sections for which the grazing capacity is to be calculated. Where a section includes more than one type, a separate line for the area of each type within the section will be used. In column 2 enter the symbols for the types which occur in those sections. In column 3 enter the acreage of range land in the type and in column 4 the animal months of grazing capacity for the type. These data are read directly from the map. The figures in column 5 are obtained by dividing the figures in column 3 by those in column 4. The result is the number of surface acres of the designated vegetative type required to graze one animal unit one month. In column 6 enter the acreage of each type in each section. The acreage may be estimated by use of a small transparent one-inch scale marked off into 64 small squares, each representing 10 acres. Place the scale over the range map and estimate the acreage of any part of any type by counting the number of small squares included in the type and multiplying the result by 10. Dividing the figures in column 6 by those in column 5 will give the grazing capacity in animal months to be entered in column 7. This result, totaled at the bottom and divided by 12 will give the animal units of grazing capacity. Where the map shows acreage and grazing capacity of each type for each section, or where grazing capacity tabulations by sections are furnished with the Western Range Survey maps, the capacities may be taken directly from the map or tabulations; in such cases use of columns 2, 3, 4, and 5 may be omitted. In cases where Western Range Survey maps are assembled by types too large to permit the correct breakdown for smaller tracts, contact the State office for assistance and instructions.

(b) Use of Recommended Practices Map.

This map shows location and kind of improvements or practices which have been recommended. The recommended practices can be accurately located by section, township, and range. Determine directly from the map the practices recommended for the ranching unit. Check the office records carefully to determine that no practice to be recommended for 1939 duplicates any practice completed on the same location under previous programs, unless the practice is one which is again permissible in 1939, such as deferred grazing, which may be approved not more than two years in succession on the same land.

If the ranch operator has applied for a practice shown on this map but which has not been completed under the provisions of previous programs, the application may

be approved without field investigation. If the practice applied for is not shown on the map, it may be approved by the county committee without field examination providing it is one which is generally approved for the county and it is determined by persons familiar with the ranching unit to be suitable for the unit and within the provisions of the Range Conservation Program. Where doubt exists a field investigation should be made.

Procedure 2. When the ranching unit consists partly of range land which has been examined and mapped by Western Range Survey and partly of range land not previously examined.

Procedure 1 will be followed for land covered by the Western Range Survey. The unexamined range land either will be surveyed in accordance with the provisions of Section II herein; or, where added unexamined lands are in small tracts not larger than 500 acres and totaling not more than 1,500 acres, and where the added tracts are similar in vegetative ground cover to the adjacent lands and it is determined that grazing capacity data available on contiguous and comparable lands may be properly applied to the added lands, the average acres per animal unit of grazing capacity of record for such comparable lands may be used to establish the grazing capacity of the unexamined lands.

Procedure 3. When the ranching unit consists entirely of lands that were examined in connection with the 1936, 1937, or 1938 programs, but the data for which was not assembled in the Western Range Survey.

Tabulate on Form WR-316(a) the grazing capacity recorded on the applicable Forms WR-16, WR-116, or WR-216. Obtain the list of recommended range-building practices from the WR-16, WR-116, or WR-216 or by field examination.

Procedure 4. When the ranching unit consists partially of land mapped by Western Range Survey and partially of land for which data is available recorded on Forms WR-16, WR-116, or WR-216.

Procedure 1 will be followed for range lands mapped and assembled by the Western Range Survey.

Procedure 3 will be followed for the remainder.

Procedure 5. For range lands which have not been previously examined.

Field examination will be made in accordance with the provisions of Section II herein.

Procedure 6. Calculating grazing capacity or acreage of mountain meadow land.

The acreage of mountain meadow land in a ranching unit will be determined separately from other types of range land. There will be designated by the Director of the Western Division certain counties within which the acreage of mountain meadow land in a ranching unit will be considered separately in establishing the range-building allowance. In such designated counties, the exact acreage of the mountain meadow land in the ranching unit shall be determined, if not already available from the records in the county office, and will be reported as such on Form WR-316 and supplementary forms and will not be included as a part of the acreage or grazing capacity of the range land. In counties where mountain meadow land is not to be designated separately as such in calculating the range-building allowance, the area of the mountain meadow land will be considered as a part of the range land, and the grazing capacity will be determined in accordance with the same procedure used for other range lands under Section II herein.

B. Use of Form WR-316(b) - Report on Grazing Capacity and Range-Building Practices.

The data obtained under Procedures 1 to 6 above will in all cases be summarized and reported on Form WR-316(b). Enter in Section I the total acres of range land, its animal units of grazing capacity, and the acres of mountain meadow land. Enter in Section II the figures recorded on Form WR-316(a), or on Form WR-216(a) if the data was assembled in 1938. Enter in Section III the data obtained from 1939 range surveys and recorded on one or more Forms WR-316(a). The entries in Section I will be the sum of comparable figures in Sections II and III. The entries under Section IV are self-explanatory. This report will be furnished to the county committee and considered by them in establishing the grazing capacity and range-building allowance and in approving range-building practices. Prepare in duplicate; one for county office and one for State office.

Changes by the county committee shall be made only on Form WR-316(b) and shall not be made on original source records such as Forms WR-16, WR-116 or WR-216.

C. Adjustments: In case the county committee has good reason to believe that the grazing capacity figures for any ranching unit should be raised or lowered, it may make such adjustment subject to approval by the State office. Any such adjustment must be based upon a field check and supported by a detailed statement of facts based upon: (1) density, (2) condition and vigor of the vegetation, (3) occurrence of sheet and gully erosion, (4) evidence of soil depletion, (5) presence of excessive unpalatable vegetation, and any other pertinent facts. Changes by the county committee in grazing capacity shall be made only after approval by the State office. In all cases the original grazing capacity figures shall first be shown in the regular way on Form WR-316(b), then a pencil line will be drawn through those figures and the new figures inserted over them so that both the original and the new figures will show.

D. County Grazing Capacity Limits: A county limit with respect to grazing capacity shall be established by the Agricultural Adjustment Administration for each county. The average of the grazing capacities for all ranching units in the county shall not exceed the county limit.

E. Policy Toward Use of Range Survey Data: It is not intended to support or adhere to any range survey data that are not correct, but to be ready and willing to make changes that are necessary. On the other hand, operators sometimes have an erroneous idea of what the safe continuous grazing capacities of their lands really are and need a clear explanation of actual conditions rather than an adjustment. Therefore, changes must be based on sound facts relating to conditions on the ground rather than on mere opinions.

VI. APPROVAL BY COUNTY COMMITTEE.

A. Approval of Grazing Capacity. After the grazing capacity has been calculated in accordance with the foregoing procedure and entered on Form WR-316(b), it will be transferred to and approved by the county committee on Form WR-316. All figures will be subject to final approval and to possible adjustment by the State office. If the grazing capacity for any ranching unit is changed, the county office must, immediately upon receipt of the revised figure, notify the operator of such change.

B. Approval of Range-Building Practices. It is a definite requirement of the Handbook that practices be approved in writing in advance by the county committee before they are started; therefore, in order to qualify for payment, there must be advance written approval. The practices will be entered on Form WR-316(b), which is a worksheet. In taking action on practices, the basic resource betterment purposes of the program should always be the guiding thought and only those practices which will tend to effectuate those purposes on the ranching unit should be approved. If the ranch or any part of it has previously participated in the range program, the record and map filed in connection with such previous participation and the Western Range Survey map, if any, should be referred to in order to determine what practices have previously been performed and their location. A careful check should be made to assure that there is no duplication of practices previously performed except Natural Reseeding by Deferred Grazing, which could properly be approved not more than two successive seasons on the same land; the exception also applies to fire guards, which could be repeated each year in those States where fire guards is offered as a range-building practice.

Practices shall be approved on Form WR-316, a copy of which when completely filled out and signed by a member of the county committee, will be furnished to the ranch operator and will be considered formal approval and authorization to proceed with carrying out the practices. The date when this form is filled out and the date on which it is sent to the operator should be entered.

For those cases in which a part of the data needed to fill out Form WR-316 will not be available early enough for complete advance

preparation of the form, a supplementary form similar to the ditto outline, Form 316 X "ADVANCE APPROVAL OF PRACTICES" furnished to the State office, should be prepared in the State office with such adaptation as may be required by local conditions and furnished to the county office. This supplementary form will meet the requirement of advance written approval but should in each case be followed by Form WR-316 as soon as complete data for it are available. Payment will not be made for any practice for which approval has not been recorded on Form WR-316. Where deferred grazing is approved, Form 316 X, showing the additional practices not listed in the Handbook, but which are required in order to earn full payment for deferred grazing, must be prepared and attached to Form WR-316, unless it has previously been sent to the operator.

Deferred Grazing: In each instance where deferred grazing is approved, the county committee must also require that additional practices other than those listed in the Handbook be carried out; and the operator, in order to earn the full payment of 60 percent of the range-building allowance computed under Section 4 (a), RCP-1939, shall not only withhold all livestock from the deferred grazing area but shall also carry out all of the additional practices required by the county committee. If the operator withholds livestock from the specified area but does not carry out all of the additional practices, payment will be made on the basis of 40 percent of the range-building allowance referred to above. In no instance will any payment in excess of 40 percent of such allowance be made for partial performance of any of the additional practices required by the county committee. In selecting these additional practices, the county committee is limited in its choice to those which have been recommended by the State committee and approved by the Director of the Western Division. The State office will supply each county with a list of such practices with approved specifications.

VII. MAP SHOWING PRACTICES PERFORMED IN PREVIOUS YEARS.

If the ranching unit is not included on Western Range Survey or county maps, the location of all practices which have been completed under previous programs should be indicated on the Western Range Survey maps or on the maps appearing on, or attached to, Forms Wr-16, WR-116, or WR-216. Such indication shall be made by drawing a red circle around the symbol for the practice and inserting the year in which the practice was completed. The date may be determined from the supervisor's report of completed practices. Map data must be kept up to date by the county office. All practices completed during or prior to 1939 must be entered in the proper locations before the end of the year on the record map for the case. Standard symbols will be used. Care must be taken to assure that portions of the data are not scattered on more than one map but that they are complete on one master map and in a manner such that when lands are transferred from one operator to another the map will show previously performed practices on such lands. In cases where new maps are made they should be complete and the old ones should be plainly marked: "Superseded by new map dated ____." A good method would be to prepare a master range program map for the county on township sheets on a 2-inch-per-mile scale with the sheets assembled in an atlas type binder.

VIII. SERIAL NUMBERS.

The same system used in each county and State for numbering ranching units under the 1938 Range Program may be used in 1939 if it has proved to be satisfactory.

IX. RANGE LISTING SHEET - FORM WR-217 REVISED.

Use of Form WR-217 Revised. -- In every county where Form WR-315 has been filed, an original and one copy of Form WR-217 Revised will be prepared. As soon as each original is completed in the county office it will be approved in the upper left-hand corner by the county committee and sent to the State office immediately. The respective carbon copy will be retained in the county office files. After the original copy is reviewed by the State committee and made ready for their written approval, an original and three copies of the approved form will be prepared in the State office. On each copy the date of approval and the signature of a member of the State committee should be entered in the upper right-hand corner. One copy will be forwarded to the Washington office. As soon as it has been approved by the Western Division the State office will be advised. The State office will then release one copy of the approved form to the county and retain the original and other copy. When the county receives the approved copy from the State office, the carbon copy retained in the county files should be marked "Void," but filed for reference as to changes made.

Detailed instructions for preparation of Form WR-217 Revised will be found beginning on page

X. RANGE PROGRAM POLICY.

The basic purpose of the Range Conservation Program is to assist and encourage ranchers to restore and maintain their range lands in their highest productive state. This is to be accomplished by making available the best information the Government can assemble from its own several branches dealing with range management, from State Agricultural Colleges and Experiment Stations, and from conservation-minded ranch people. Encouragement is then offered in the form of payments authorized in the Soil Conservation and Domestic Allotment Act, as amended for the adoption of such practices and improvements as will contribute to the effectuation of that purpose. Every practice offered in the Range Conservation Program is pointed toward restoring the normal, natural cover of protective vegetation. The general goal is to increase not only the quantity but also the quality of vegetation. An adequate vegetative cover not only retards run-off and permits more of the precipitation to get into the ground, thereby contributing to plant growth, but also arrests accelerated water and wind erosion. Vegetation left on the ground, as it dies and decays, increases soil fertility.

The allowance for any practice is not intended to cover its full cost; the Government payment does serve, however, to lessen the expense to operators who are willing to contribute some of their own time and money toward performing one or more of the practices offered in the pro-

gram. Each county committeeman, range examiner, member of the State office, and everyone connected with administration of the range program, should aim to handle his part of the work so that as a result of the program the range land in the future will be in a better condition than if the program had not existed.

In order to permit a reasonable exercise of judgment to County Committees in meeting varying local conditions and best applying the program provisions to their own localities, the following suggestions should be regarded as a general guide, and not as specific instructions, for interpreting practice requirements:

A. Consideration of Practices.

1. RESEEDING OF RANGE LAND.

- (a) Natural Reseeding by Deferred Grazing: This is a practice which can do a great measure of good in many localities, if wisely used. It is intended to apply to range lands which have suffered depletion but where there is still a fairly well distributed remnant of native grass sod. The purpose is to withhold the area from use during the growing season of such native grasses so they may regain some of their vitality and mature a crop of seed to assure their reproduction on the area. This practice cannot properly be approved for the following areas: (1) Those which are not normally used during the deferred grazing period; (2) where there is practically no natural grass sod, such as on "go-back" lands on which the principal cover is weeds; (3) areas that are not adequately fenced to exclude all stock, unless the area is exclusively sheep country and the operator has a positive means of keeping stock off; keeping stock off is definitely the responsibility of the operator; (4) where the principal cover consists of desert shrubs and annuals, with very little perennial grass sod; (5) lands fenced in with cultivated tracts where it is the normal practice to defer grazing, and (6) lands on which payments were made for deferred grazing under the programs of the past two seasons. Deferred grazing, when properly used, will ordinarily require some degree of change from regular use and will involve extra expense on the part of the operator; the reason a payment is offered for the practice is to help meet a part of such expense. One important point to be kept in mind is the responsibility of the county committee to make certain that deferred grazing on one portion of a ranch does not result in overgrazing another portion. For this reason the county committee should re-

quire that the ranch operator, applying for the practice of deferred grazing, submit with his application a brief written plan, outlining how he proposes to safeguard the remainder of his lands from overgrazing. This may be accomplished by acquiring additional lands, by purchase of feed, etc. It is possible that the operator's numbers of stock have been so adjusted to the carrying capacity of his land as to make other provisions unnecessary.

- (b) Artificial Reseeding: This will apply to best advantage on the many tracts of lands commonly referred to as "go-back" lands, where the native sod has been destroyed by plowing and where the only or principal growth now consists of weeds. The best available sources, such as Agricultural Experiment Stations and similar Government agencies, should be consulted for information as to the most suitable species to be planted as well as to the best methods of planting. With this information in mind, local specifications should be drawn up and required in order to assure the best results possible for the money expended. Ordinarily, it is not necessary or advisable to plant on areas which have never been plowed and where there is even a thin remnant of native grass sod remaining. Where such a remnant exists it will spread naturally if given a chance through lighter use and rest during the growing season.
- (c) Artificial Sodding: The object of this practice is to reestablish perennial sod grasses, such as grama or buffalo, which cannot be successfully established by seeding but which spread by stolons or root shoots. By setting out pieces of live sod grass on scattered plots they may be expected to spread naturally and eventually form a complete cover. Live thrifty sod with a full, deep root system should be used and it should be set out when the ground is wet to a depth of at least 12 inches. The pieces should be at least 4 inches in diameter, should be cut to a depth of not less than 3 inches and be taken up dirt and all with the dirt disturbed as little as possible. These pieces of sod should be set out in rows not more than 52 inches apart and spaced in the rows at intervals of not more than 48 inches; they should be set out in holes of sufficient depth so that they will be flush with or slightly below the ground surface. On slopes the rows should be placed on the contour. After sodding, livestock should be excluded from the area during 1939. The sod should be taken up on a thinning-out basis so that the area from which it is taken will not be unduly depleted.

2. EROSION AND RUN-OFF CONTROL: Erosion and run-off control are considered unnecessary on ranges having a good cover of perennial grass sod, but often because of improper use in past years with the resultant loss of protective vegetative ground cover, erosion has started that will greatly delay the restoration of the grass stand unless mechanical aids are constructed.

Erosion and run-off control measures should be undertaken only after full consideration of the elements involved, both on the watershed above and below the proposed structures.

One distinctive characteristic of the western range area is a low normal rainfall which, however, frequently comes in the form of quick, flashy rains. Rain falling on a parched, barren soil, often having a considerable slope, quickly drains into the arroyos and canyons and if extended over a considerable area may develop floods that greatly damage more valuable land below.

(d) Contour Furrowing, Listing, or Subsoiling:

These practices are adapted to soils and locations that allow a considerable part of the normal rainfall to run off because of tight impervious soils or because of innumerable small gullies that serve as channels which hasten the run-off before the soil has had time to absorb it. This practice should begin at the head of the drainage and be extended down the slope, thus making effective the project as far as completed.

Wisely planned and well executed control devices near the headwaters of these destructive flood channels are of national interest, but slipshod engineering and construction can result in new erosion and soil loss.

- (f) Spreader Dams and Terraces. These practices, like contouring, should be initiated as high up on the watershed as possible. Unless the area below the terrace outlets is relatively flat, with considerable depth of soil capable of storing the additional moisture, this practice should not be approved.

A series of projects on the same watershed may be necessary to keep the run-off out of the established flood channels long enough to give the cut banks an opportunity to heal. In every instance the upper project should be completed before beginning the next one, working down the watershed step by step.

3. DEVELOPMENT OF STOCK WATER ON RANGE LAND: Water development has a range betterment value only if it is done in locations where the range is inadequately watered and where additional developments will accomplish better distribution of the livestock and more equal utilization of the forage crop, thereby relieving concentration and overgrazing around limited existing waters. For these reasons none of the water development practices should be approved at any ranch headquarters (or subheadquarters) or in any locality where overgrazing is in evidence and where additional waters would further aggravate the situation by inducing additional concentration.
- (g) Earthen Tanks or Reservoirs: These are used mainly in localities where live streams or springs are lacking and where the underground water level is too deep to be developed economically. They are created by building earthen dams at suitable locations in arroyos and canyons so as to hold flood waters or run-off from snow. There are many disadvantages and ordinarily they are only used where other means of supplying water are not available. A suitable site must be picked for the location; filling depends on the uncertain precipitation of the season and there is the further risk of cloud-bursts washing them out. Since most of the States have State laws imposing varying degrees of restrictions and special requirements, it is essential that specifications be secured or prepared for each State, and that they be thoroughly understood all along the line by committees, ranchers, compliance supervisors, and others concerned.
- (h) Concrete or Rubble Masonry Dams: Concrete or rubble masonry dams are ordinarily built in narrow canyons with steep rock walls, where bed-rock is near the surface. Often scarcity of dirt and spillway problems are influencing factors in deciding on this type of dam. Since each location presents a special problem different from any other, individual specifications should be prepared for each project by an engineer.
- (i) Wells: Because of the fact that mechanical devices are necessary and must be kept in operation to make wells effective, they are recommended only for places where other types of water development are not feasible.

It is not the purpose of the program to pay for development of water that does not contribute to better distribution of stock; therefore, payment will not be made for a well developed at any ranch headquarters.

- (j) Development of Natural Watering Places: The 20 cubic feet of storage space required may be either in the watering trough or in a separate tank. The main point is that the development should be of a permanent nature. Flimsy types of construction should not be approved.

4. CONSERVATION OF RANGE LANDS THROUGH ELIMINATION OF DESTRUCTIVE PLANTS: From a land conservation standpoint no plants can be regarded as destructive; all have a value in protecting and holding soil and any vegetation is better than no vegetation. Hence, no payment will be made for removal of plant cover unless it is certain that other vegetation can be established in its place.

XI. INSTRUCTIONS FOR PREPARATION OF FORM WR-315.

A. Number of Copies. Unless the State Office instructs otherwise, one copy is sufficient; this will be retained in the county office.

B. Preparation of Form. Inserted herein is a copy of Form WR-315 at the back of these instructions. For convenient reference, a circled number is inserted in each blank. The circled numbers in the attached mimeographed form correspond with the following numbers:

(1) Self-explanatory. Time may be saved by stamping in the name of the State on the required number of copies.

(2) Stamp or write in name of county on the required number of copies. Stamping will save a considerable amount of time.

(3) The State and county code and ranch serial number. State number may be stamped in on the required number of copies.

(4) Name of operator should be legible,--preferably typed or printed. The name should be exactly the same in every detail as it is to appear in the signature below at (15) and on all other papers in the case. If, for example, a name is written as "James W. Smith", the name should not appear elsewhere as "J. W. Smith." If a partnership such as "Smith and Johnson", or a corporation as "Diamond Bar Cattle Company", insert the name in that form here.

- (5) Date on which the request for participation is made.
- (6) If ranching unit has not previously been in the program and is being entered for the first time in 1939, place an "X" in the square.
- (7) If ranching unit was in the range program in 1938 or in a previous year and includes exactly the same land, place an "X" in the square.
- (8) If the unit was not entered in 1938 but was entered in a previous year, fill in the latest year in which it was entered.
- (9) If ranching unit was in the program in 1938 or in a previous year, but lands have been added and/or subtracted for 1938, place an "X" in the square.
- (10) If ranching unit was not entered in 1938 but was entered in a previous year, write in the latest year in which it was entered.
- (11) If an "X" has been placed in the square at (9), show here description of lands which have been added and/or eliminated. In order to clearly segregate added or subtracted lands, first place "ADDED" (if any lands have been added), then describe by legal subdivision, township, and range the lands added for 1939; likewise for subtracted lands begin a new line, write "SUBTRACTED", then insert description of the subtracted lands.
- It will be noted that only "ADDED" and "SUBTRACTED" are to be entered in (11). If this is carefully filled out it will be possible at a glance to readily pick out the changes in lands from the previous year's case. For an entirely new ranching unit which is participating in the Program for the first time in 1939, the full description will appear on the reverse side of the form under entries (22) to (34), inclusive.
- (12) Be sure to use the exact terminology appearing in the State Handbook; as, for example, for "earthen reservoir", do not show "Pond" or "Tank."
- (13) The approximate location may ordinarily be given by legal subdivisions, or if it is not practical, as sometimes may be the case for deferred grazing, write for example, "Area, No. 1" etc. as indicated on the map"; this map is the one on Form WR 315 on which the practice will be indicated in blue. For dams, springs, and other practices which are limited to a small spot, it is preferable to write the subdivision down to a "40"; as, for example, SE/4 NW/4 Sec. 31 T 17 N, R 36, E.
- (14) For practices such as natural reseeding by deferred grazing, contour furrowing, etc., indicate the approximate acreage. For practices such as wells,

concrete or rubble masonry dams, etc., indicate the approximate number of wells, dams, or other projects.

(15) The operator must sign in a manner which agrees exactly with his name in (4).

(16) If the operator is a partnership or corporation, the legal representative should sign here.

(17) If the operator is a partnership or corporation, the title of the representative signing for it as "Partner" or "Manager", or other officer, should appear here.

(18) The Post Office to which future correspondence in connection with this case is to be sent.

(19) Be sure to insert the correct local address as street and number, P. O. Box, etc.

(20) Insert "Town" or "Ranch" to indicate where the operator whose name appears in (15), or if a partnership or corporation, the representative whose name appears in (16), may be found.

(21) Enter the town, exchange, and phone number through which the operator or representative may be reached. This is frequently necessary in connection with making appointments for joint field examination or for other matters which arise in connection with the case.

(22) The column under "Tract" refers to units of land under various types of status and control.

(23) Enter in Column B below the description and related data for separate tracts of land owned or leased. Where space is not adequate for each tract, record legal description on separate sheet and attach.

(24) Name of owner of the land.

(25) Address of owner of the land.

(26) Enter description by Section(s), Township, and Range, in the customary manner.

(27) Write "Lease, "Tax Deed", or other appropriate entries.

(28) Indicate date on which the operator's control of this tract of land terminates.

(29) and (30) Show the customary average period of grazing use as (29)-from "April 15" to (30)-"October 31."

(31) Show here acreage of range land only, after subtracting from the acreage entered in (22) the cultivated land, mountain meadow, and all other non-range areas. In counties not designated as mountain meadow counties, the meadow acreage will be included here as part of the range land.

(32) For counties designated as mountain meadow counties, enter the acreage of such lands here; and do not include such acreage with the range acreage in (31).

(33) Total acreage of range land only, of all tracts.

(34) Total acreage of mountain meadow land of all tracts.

(35) Indicate the class and approximate average number of livestock customarily carried on the ranching unit in past years as "450 cattle and 7 horses."

(36, (37), (38) and (39) Show approximate number of livestock over six months of age on hand (or to be on hand) as of April 1, 1939.

(40) Enter "Division of Grazing", "National Forests", "Indian Reservation", etc., on which the operator has a permit to graze stock in addition to the ranching unit controlled by himself.

(41) Approximate acreage of lands entered under (40).

(42) Number of stock for which the operator has a permit to graze on lands not controlled by himself.

(43) Kind of stock as "Cattle" or "Sheep."

(44) and (45) Show period of use of lands which he uses under permit but over which he does not have control.

(46) Endeavor to show average cost per acre per year of leased range land. Recent average based on the past four or five years as desired.

Map:

Show on the map sheet (inside the folded sheet) the outline of the lands covered by the "Request for Participation" and indicate the location of all fences, stock water, buildings, and other pertinent data. Use a scale not smaller than 1 inch to the mile. If the ranching unit is too large or too scattered to enter on the form map sheet, a larger separate sheet of map paper may be used.

XII. INSTRUCTIONS FOR PREPARATION OF FORM WR-316.

A. Number of Copies: Make three copies. Original will be sent to State Office; one copy to be retained in county office; one copy, after it has been completely filled out and signed by a member of the county committee, to be sent to the ranch operator.

B. Preparation of Form. A Form WR-316 is inserted herein at the back of these instructions. For convenience in reference, a circled number has been placed in each of the several blanks and the detailed instructions for filling each blank are by paragraphs correspondingly numbered. All entries must be legible; it is best to use a typewriter.

(1) Self-explanatory. Time may be saved by stamping in the name of the State on the required number of copies.

(2) Suggest stamping in name of county on the required number of copies.

(3) The State and county code and ranch serial number. This number must agree with that assigned to WR-315 for the ranching unit. The State number may be stamped in on the required number of copies.

(4) The operator's name should be typed in. The name must be exactly the same in every detail as it is on the request for participation, Form WR-315. Any change will necessarily cause suspension later.

(5) Be sure to use the exact terminology appearing in the State Handbook when listing the practices approved by the county committee for development on the ranching unit in 1939.

(6) Show location by legal subdivisions except that for practices covering a considerable acreage such as deferred grazing, contouring, etc., it will be permissible to enter "Area No. 1, etc. as shown on map." This map is the one which accompanies the Form WR-316. For water developments and other practices which are confined to a small plot of land, it is best to show the legal subdivision down to a "40"; as, for example, "SE/4 NW/4, Sec. 31, T. 18 N., R. 36, E."

(7) Enter here the total acreage of range land only in the ranching unit.

(8) The grazing capacity as approved by the county committee for 1939.

(9) For mountain meadow counties, enter here the acreage of mountain meadow land.

(10) Enter here the result obtained by multiplying the grazing capacity entered in (8) by 60. This figure represents the maximum acreage of range land which can be used in determining the per-acre portion of range-building allowance.

(11) Enter here either the acres of range land entered in (7) or the maximum acreage entered in (10) whichever acreage is smaller.

(12) Enter 0.03 (or 0/02 as the case may be).

(13) Enter the amount resulting from multiplying the acreage (11) by the amount per acre.

(14) Enter here the result obtained by dividing the number of acres of range land entered in (7) by 10. This figure represents the maximum number of animal units which can be used in determining the range-building allowance.

(15) Enter here the grazing capacity entered in (8) or the result entered in (14), whichever is smaller.

(16) Enter 0.75 (or 1.00 as the case may be).

(17) Enter the amount resulting from multiplying the number of animal units (15) by the rate in (16).

(18) Enter the number of acres of mountain meadow land approved for the ranching unit for 1939 and entered in (9).

(19) Should be the amount resulting from multiplying acres of mountain meadow land in (18) by 0.35.

(20) Sum of (13), (17), and (19).

(21) Show the date a copy of Form WR-316 was mailed (or handed) to the operator.

(22) Signature of a member of the county committee signing for the committee.

(24) In the tabulation show a complete description by legal subdivisions, Sections, Township, and Range, of all lands in the ranching unit in 1939. In the tabulation first show Township and Range, then all the lands in that township; draw a horizontal line before entering another township and lands therein.

(25) Number of each section.

(26) If the entire section, merely write "All". If only a portion of the section, as south half, show the subdivision, as "S/2"; or "W/2, NE/4", "NW/4 SE/4", etc.

(27) Show net acres of range land only. If a patch of ground within a section is in cultivation or a portion is excluded for roads, building, or other purposes, eliminate such acreage from the entry in this column.

(28) Total of acreages entered above in each column.

(29) Total of columns entries (28).

XIII. INSTRUCTIONS FOR PREPARATION OF FORM WR-217 REVISED.

Complete the items called for at the top of the page. Enter the year "1939" before the words "Range Listing Sheet" and immediately below enter the name of the county. The date and signature of the county committee in the upper left-hand corner should not be filled in until this sheet is completed and approved by the committee. The county office will make no entries in the State committee certificate. The acreage figures of range land first entered on Form WR-315 by the operator May in some cases frequently require adjustment when the status and control are checked. When changes have been made, use the corrected acreage, which should be the acreage entered on Form WR-316. For any ranch the range acreage will fall into any one or more of four classes of grazing capacity data, viz.: (a) "Old Surveys Used Without Change", columns 3 to 5, (b) "Old Surveys Adjusted", columns 6 to 12, (c) "Resurveys", made in 1939, columns 13 to 17, and (d) "New Surveys", made in 1939, columns 18 to 20. If the forms provided have been filled out properly in the county office, no difficulty will be experienced in making such a detailed separation of the exact acreage which falls within each of the classifications. When the words "exact acreage" appear below, they are intended to mean that only that part of the total range land in the ranch is to be listed in the column which has been handled in the manner indicated for that column. The Form WR-217 Revised requires the separate entry of data with respect to each ranching unit for which a Form WR-315 is filed. Only acreage participating in the 1939 program is to be entered. All such acreage must be included. Ranching units for which Form WR-315 have been withdrawn or canceled before any work is done on them may be entered merely by number and name in columns (1) and (2), with an appropriate notation in column (25); entries in any of the other columns are not necessary. In connection with the following detailed instructions the numbered paragraphs refer to the correspondingly numbered columns on Form WR-217 Revised:

All "Acres per Animal Unit" figures in columns (5), (8), (10), (12), (15), (17), (20), and (23) should be carried to one decimal, rounded to the nearest figure.

- (1) The serial number as shown for each ranch on the Forms WR-315 and WR-316. List also cases canceled or withdrawn and make an appropriate notation in column (25).

- (2) The name of the operator.
- (3) The exact acreage of range land for which the 1936, 1937, or 1938 range survey estimates or Western Range Survey grazing-capacity data are used without change in 1939. Enter also the acreage of range land coming into the program for the first time for which a grazing capacity has been established in 1939 by comparison with the grazing capacities established by a range examiner on contiguous land of similar character and forage type. In column (25) indicate the number of acres for which such interpolations have been made. Acreage of cases adjusted in 1938 by the county committee and approved by the State office will be included here (column (3)); also Resurveys and New Surveys of 1938, shown in columns (13) and (18) for 1938, will be included in this column (3).
- (4) Total animal units of grazing capacity of lands entered in (3). Where grazing-capacity figures were adjusted in the prescribed manner in 1938 by the county committee and were approved by the State office, the figures as adjusted last year, and as approved by the State office, will be entered here; also the figures resulting from Resurveys and New Surveys of 1938, as shown in columns (16) and (19) for 1938 will be included in this column. Be sure that the capacity figures entered in this column (4) are exactly the figures which relate to the acreages in column (3).
- (5) Average acres per animal unit is (3) divided by (4).
- (6) The exact acreage of range land of those cases where the 1936, 1937, or 1938 range surveys or Western Range Survey grazing-capacity data have been adjusted in 1939 by the county committee without a new field survey. Adjustments made in previous years are not to be included here. Enter 1939 field surveys elsewhere as noted below.
- (7) Animal units of grazing capacity of the lands in (6) as originally shown before applying the proposed 1939 county office adjustment.
- (8) Average acreage per animal unit (6) divided by (7).
- (9) Animal units of grazing capacity proposed for 1939 by the county office.
- (10) Average acreage per animal unit (6) divided by (9).
- (11) Make no entry in county office. (The State office will enter here the figures which they approve.)
- (12) Make no entry in county office. (The State office will enter here the figures which they approve.)
- (13) The exact acreage of the land for which grazing capacities established by range surveys in 1936, 1937, or 1938 or by Western Range Survey were available but were discarded and a new field examination was made in 1939.

- (14) The animal units of grazing capacity originally established for the land in (13).
- (15) Average acres per animal unit (13) divided by (14).
- (16) The animal units of grazing capacity established as the result of the new 1939 field resurvey.
- (17) Average acres per animal unit (13) divided by (16).
- (18) The exact acreage of range land entered in the program for the first time in 1939 for which a field examination has been made in 1939. Do not include here the acreage of land entering the program for the first time, the grazing capacity of which was taken from the Western Range Survey or acres interpolated, and entered in (3). In case there were any lands first examined in 1939 appealed, and then reexamined the same year, enter here.
- (19) Animal units of grazing capacity of land in (18).
- (20) Average acres per animal unit (18) divided by (19).
- (21) Total acres of range land: The total of columns (3), (6), (13), and (18). This entry must agree with the acreage of range land entered in Section I of Form WR-316 for the ranching unit.
- (22) County office makes no entry. (State office will fill in.)
- (23) County office makes no entry. (State office will fill in.)
- (24) Mountain meadow lands in those approved counties for which an allowance of 35 cents per acre of mountain meadow land is computed. The entry in this column must agree with the acreage of mountain meadow land entered in Section I of Form WR-316 for the ranching unit.
- (25) Remarks. For brief explanatory comments, such as "_____ added acres", "_____ deducted acres", "withdrawn", etc.

Total each of columns (3), (4), (6), (7), (9), (13), (14), (16), (18), (19), (21), and (24). If there is more than one sheet make a grand total when the last sheet is sent forward to the State office. Enter date and signature of county committee in the upper left-hand corner.

Figures appearing in columns (21), (22), (23), and (24) on the Form WR-217 Revised approved by the State office will be used in the preparation of Form WR-319, Application for Payment.

PART V

SECTION II

INSTRUCTIONS TO FIELD RANGE EXAMINERS FOR MAKING RANGE SURVEYS

These instructions outline the work and methods to be used in making range surveys for the determination of the grazing capacity of ranching units.

I PREPARATION FOR FIELD WORK AND PROCEDURE.

- A. It is highly desirable that all range surveys, or at least a portion of each survey, be made in company with the ranch operator concerned. A routing system and schedule of examinations should be prepared and appointments made in advance to prevent lost time; secretaries of County Agricultural Conservation Associations will ordinarily be able to assist in this.
- B. Before going into the field the examiner will make sure that the ownership and control of range land as shown on the operator's "Request for Participation - 1939 Range Conservation Program", Form WR-315 has been checked, corrected, and verified in the county office. He will secure all map data available including aerial maps.
- C. Before making field surveys, the range examiner should fill out as many items as possible on Form WR-316(d), Range Survey Field Sheet.
- D. The range examiner, preferably in company with the ranch operator, will examine the range lands in the ranching unit as quickly and thoroughly as possible. He will check the improvements, cropland, etc., with the map and will make any corrections found to be necessary. He will type and determine the grazing capacity of the range land, completing the field map as the examination proceeds.
- E. Before leaving the ranch, the range examiner will discuss his findings with the operator, see that all practices which the operator wishes to perform for payment under the program are shown on the map, and make sure that the ranch operator has a clear conception of the program.
- F. The range examiner should always use the exact terminology that appears in the WR-39-State Handbook and express the units of measurement exactly as they appear therein.
- G. The acreage in range land must be shown separately from cropland and mountain meadow land.

- H. Records of field examinations should be turned over to the county committee as soon as they are completed.
- I. Recommended practices are to be indicated on the map by outlining them in blue.
- J. Computations of grazing capacity should be checked before leaving the ranch so as to make sure they are correct.
- K. Equipment and Supplies - Range examiners will be furnished with necessary equipment and supplies before beginning actual field work.
- L. Forage palatability tables expressed in percentages for each class of stock and showing standard symbols for all important forage plants will be furnished to the examiner by the State office.
- M. The forage acre requirement figures for the county, or counties, in which the range examiner will make field examinations, will be furnished to the field range examiners by the State Office.

II. PROCEDURE IN THE FIELD.

- A. Before undertaking a detailed examination of the ranching unit or any part thereof, the range examiner should make a preliminary examination for the purpose of determining generally the extent and uniformity of types, the general topographic features, and other information pertaining to the ranch. This will assist the examiner in developing the most economical system of examination. The preliminary examination is necessary because the work required in the subsequent and more detailed survey will depend upon the frequency and extent of the types and sub-types, as well as upon the topography of the ranching unit and similar factors.
- B. Instructions for Field Surveys: The RECONNAISSANCE (or OCULAR) method of making Range Surveys will be used throughout the Western Region.
 - 1. Under this method, the examiner goes over each section or enclosure in enough detail to see all representative portions of it; he determines what types are included; he then writes up each type separately after making careful ocular estimates of (1) the density of vegetation on the ground, which is the portion of the ground covered by such vegetation; and (2) the composition of the vegetation, which is recorded in terms of the percentage which each class -- grass, weeds, or shrubs -- is of the total. The major species are listed also and the percentage which each specie makes up of the total is entered. Form WR-316(d) will be used for recording the field examination data.

2. Density. In estimating density, the spread of the vegetation above the ground must be carefully considered. The density of weeds of more or less upright growth should be based on the amount of ground that appears covered when the vegetation is viewed from directly above. In estimating the density of spreading weeds, or browse, or open clumps of grass, the forage should be lightly pressed together, or raised at an angle, so that all of the normal interstices between the leaves are completely filled without compressing or unnaturally crowding the vegetation. The forage is then so compacted that it will represent a practically full coverage of the ground, or 10/10 density. Density for each species should be based on the appearance of the plants when they have attained their full normal growth in a normal year in an ungrazed condition. Since estimates are made at all seasons of the year and under conditions of drouth or of abnormal moisture and growth, it is essential that the estimator make due allowance for one or all of the following conditions: (1) for growth still to be attained; (2) for portions already eaten; (3) for abnormal total forage production; (4) for drouth; (5) for any other abnormal factor. The density of browse should be determined by the portion of the ground covered by that part of the browse which is accessible to livestock and from the current year's growth only. This would exclude from the estimate the inaccessible interior of dense clumps; likewise any oak or other brush that forms an upper story beyond the reach of livestock should not enter into the density estimates. In estimating availability for different classes of livestock, shrubby material within 30 inches from the ground may be considered as available for sheep; shrubby material within 60 inches from the ground may be considered available for cattle. It must be emphasized that the estimates of density should represent a true average for the type as a whole. This is especially important in the case of composite types which cannot be divided into separate type units.

As he passes through the areas covered by different types, the examiner will mentally calculate and carry with him the average of density and composition. Frequent stops should be made in large types to get close-up views and to jot down figures on density and composition; these figures, which may quickly be averaged for the type, will aid in making estimates approach truer averages. Sheets showing different shadings for variations in densities from 1/10 to 5/10 coverage are attached to these instructions and will be helpful in attaining uniformity and consistency in estimating; they should be taken along and frequently referred to in the field.

It is well to make a physical check of density and composition estimates at frequent intervals in types which adapt themselves to it. This can be done by marking off on the ground a square plot of convenient size, depending on the

type. The grass sod and other available vegetation is then cut an inch or so under the surface and it is placed compactly together to form full coverage (10/10 density). The percentage of the plot covered can be ascertained and composition may be checked in the same operation.

It is often helpful to use this procedure as a mental process in making estimates of density and composition. Gravel river beds, bare rock surface, and other unproductive or unusable spots must either be taken into consideration in estimating densities; or, if they are large areas, they may be eliminated from consideration and from the range land acreage.

3. Composition. Type composition estimates are based on the relative density abundance of each available vegetative species in the type. The examiner should, after making sure that he has seen a fair example of the total type area, prepare this portion of the write-up while still in a representative part of the range type. Type composition will be itemized on Form WR-316(d) and expressed in terms of percentage. In determining composition, the examiner should rate each species according to his best judgment as to the individual abundance of the species in relation to the total cover. The sum of the percentage figures for all vegetative species should equal 100. It is generally desirable to show the estimate of composition by listing the species in the order of their abundance in the type, starting first with the species which composes the greatest percentage and rating each lesser species in the proper order. Such a rating scheme results in a definite expression of relative abundance. Afterward, the individual initial ratings may all be slightly adjusted to total 100 percent without destroying the established ratio.
4. Field Computation. After the composition rating for each individual species has been recorded, that rating is multiplied by the palatability figure for the species, and the sum of all the individual products yields the weighted average palatability of the type. This weighted average figure multiplied by the estimated density provides the forage acre factor for the type. The forage acre factor multiplied by the number of surface acres gives the number of forage acres in the type.
5. Supplemental Data. On Form WR-316(d) to be sure to enter:

(1) The State and county code and ranch serial number; (2) the name of the operator; (3) the name of the examiner; (4) "Type", meaning vegetative type; (5) Average Density; (6) Average percent palatability; and (7) F. A. Factor. This information should be filled in at the conclusion of the field examination from the calculations resulting from the type write-up; (8) indicate whether for cattle and horses (C. & H.) or for sheep and goats

(S. & G.) ; (9) date means the date of the field examination, not the date of application; (10) location should be given by section, township and range; (11) type or unit refers to the number of the write-up; for example, if five types were mapped on a ranch, there would be five write-ups numbered from one to five; (12) the grazing capacity entries are self-explanatory.

On the back of Form WR-316(d), the conditions applicable to the land examined should be checked under the several captions. This will provide a ready means for recording essential data on watering facilities, degree of utilization, condition of range and forage, class of stock, proper seasonal use, distribution of stock, methods of handling, rodents, poisonous plants, range improvements, desirable range-building practices, and other data.

- C. Use of Form WR-316(b) - Report on Grazing Capacity and Range-Building Practices: Summarize the information for the ranching unit as assembled on Forms WR-316(a) and record the data on Form WR-316(b) for the information of the county committee.
- D. Maps. Form WR-316(e) will be used for smaller ranches; for large ranches, rolled cross-section mapping paper should be used. It is preferable, where practicable, to include an entire ranching unit on one map sheet. Ordinarily it is best to use a 2-inch = 1 mile scale so there will be ample room to show improvements and practices; however, for the large ranches, which would require extra large map sheets on that scale, a 1-inch = 1 mile scale may be used. Indicate on every map the scale, date, and name of individual who prepared it. The following data should be obtained by the examiner and recorded on the field map sheets:
1. Forage types. The limits of each type should be shown on the map by light dotted lines. Mapping types of less than 10 acres in area is not required.
 2. Fences, watering facilities and drainage. All fences, watering places and drainage should be shown. Special attention should be given to accurately placing these items as they often are a controlling factor in range management and the consideration of practices; they are especially important in connection with deferred grazing.
 3. Other Culture. Buildings, corrals, roads, trails, telephone lines, and other cultural features, and all recommended practices should be shown in their proper location by the standard symbol.
 4. Distribution. One copy of maps of new examinations will be prepared for the county committee. County committees may, if they desire, have the maps recopied on thin vellum paper so they may be cheaply reproduced, in which cases copies may be furnished the operator. (See Form Distribution chart.)

- E. Palatability: Palatability (or proper use factor), as used in range surveys, is the maximum percent of the total current year's growth, within reach of stock, to which a species may be grazed when the range unit is properly utilized under the best practical range management. The palatability tables used are the standard tables now used by all State and Federal agencies concerned with the establishment of grazing capacities. These tables show palatability for each species in percent and indicate the symbol for each species.
- F. Forage Acre Requirement: The forage acre requirement is a very important element of range surveys; it represents the number of forage acres necessary to provide feed for one animal for one month. The development of a forage acre requirement figure will be one of the first duties of the State range examiner so that it will be available for use of the field range examiners. To do this, select two or more ranching units in the locality which will total at least 25,000 acres but preferably 50,000 or more, on which the following conditions prevail: (1) Vegetative ground cover should show that the lands have not been overgrazed during a past period of at least ten years, that the density and normal vigor of the plant growth has been maintained, that there has not been active erosion or loss of top soil, and that there has not been an encroachment of unpalatable vegetation; where such conditions prevail, it may be assumed that these lands have been properly stocked. (2) There must be complete and accurate records or other reliable means of ascertaining the numbers of stock and periods grazed on the lands during each of the past ten or more years so that the average number of animal months it has carried through the entire period, which would include good and bad years, may be accurately determined. A regular range survey will then be made, using exactly the same method as is adopted for other land in the locality; and using special care to estimate densities and composition as accurately as possible, and on the same relative basis that is to be used for other survey work to which it is related. From this survey the number of forage acres will be determined; then, the figure representing this will be divided by the average number of animal months per year which have been grazed on the ranching unit during the past period of years. The result will be the forage acreage requirement figure. If the steps above outlined have been carefully followed, this will give a correct localized forage acre requirement.

In each State there are distinctly different types of range lands, with greatly varying rainfall, elevations, and growing seasons, and in some of them it may be necessary to develop different forage acre requirement figures for different parts of the State. In such cases there should only be broad general divisions. It will be satisfactory to use the same base areas as were used in previous years for developing the F. A. R. but they should be checked for 1939 by a complete new range survey; and, where possible, other suitable base areas should be added because larger acreages will

obviously furnish more reliable averages. The importance of extreme care in selection of base areas, in determining the number of stock they have carried and in making surveys of them cannot be overemphasized. Forage acre requirement figures developed for 1939 must not be used for adjusting or correcting range surveys of previous seasons.

- G. Grazing Capacity: The grazing capacity of a ranching unit is the sum of the grazing capacities of the individual types. The grazing capacity of a type, in animal months, is obtained by multiplying the surface acres in that type by its forage acre factor and dividing the result by the forage acre requirement.

Grazing capacity will be shown on the maps in terms of animal months, and for each type this should appear as a fraction, with the surface acres as the numerator and the animal months as the denominator. For example:

445 - Surface acreage

149 - Grazing capacity (in animal months)

III CLASSIFICATION OF FORAGE TYPES.

- A. Type designations: Types will be indicated on the map by the proper type number followed by standard symbols to indicate the dominant species. Types containing a timber overstory will carry the principal timber species symbol after the type numbers. The governing rule should be that the number and symbols will give an accurate picture of the principal species.

Types will be designated according to aspect. For instance, if the type is predominantly a grass type with scattering timber, it will be shown as a 1 type, followed by the timber symbol. The conspicuous or most important species or genus symbol will be shown first, followed by minor species. Unless exceptional conditions prevail, not more than three symbols will be shown in a designation. If less than three species are prominent, the number of symbols should be reduced accordingly; ordinarily two will be sufficient.

- B. Color legend: Standard colors are shown for each type by "Mongol" crayon guide numbers.

The use of crayons contemplates a medium-light application of crayon, smoothed out through the use of a art finger dipped in gasoline. Use of color legend is not mandatory and may be omitted from maps where symbols are used.

- C. Symbols: Symbols for all species of herbaceous vegetation are indicated on the palatability tables and should be used to designate the types and subtypes.

D. Type descriptions:

Type No. Standard (Mongol
_____ crayon
_____ guides)

Grassland

1. (S) Short grass
Light yellow
Mongol 817

Includes grassland other than meadows. Perennial grasses predominate and determine the aspect, although weeds and browse may be present. Example: grama-buffalo grass.

1. (T) Tall grass
Dark yellow
Mongol - 867

Examples of types are: bunch grass, wheatgrass-sedge, alpine grassland, and blue stem.

Meadow

2. Cadmium Orange
Mongol - 862

Includes areas where sedges, rushes, and moisture-enduring grasses predominate. Two classes of meadows are recognized; wet meadows and dry meadows.

Wet meadows are characterized principally by sedges and remain wet or moist throughout the summer. These shall be designated as 2W-Wet Meadow or Marsh.

Dry meadows are dominated by grasses rather than sedges and occur as moist meadowlike areas in open timber or intermittent meadows, both of which become moderately dry by midsummer. These shall be designated as 2D-Dry meadow or Flood Plain.

Perennial Weeds
(Not desert weeds)

3. Lake Red
Mongol - 866

Includes all untimbered areas where perennial weeds predominate over other classes of vegetation. Except on "go-back" lands, there is very little true weed type, as a weed cover is usually more or less temporary in character and is soon replaced by a more permanent type if the disturbing factor is removed. If there is no great predominance of the weeds over the

grass or brush vegetation, and if it is possible to judge that the weed predominance is due to some unnatural factor, the weeds should be disregarded in designating the type and the more stable vegetation should be used as an index. The weeds will then be cared for in the subtype.

Sagebrush

4. Stone Brown
Mongol - 893

This type includes all untimbered lands where sagebrush or shrubby species of similar appearance predominate. The sagebrush lands are usually of different range values and different in season of grazing from the areas which are listed below under browse. Areas dominated by shrubby species of sagebrush, including big sagebrush (*Artemisia tridentata*), shall be classed as subtypes, as for example: Artemisia filifolia, A. cana, and A. tripartita. Other shrubby species such as *Carysothamnus* should be designated as subtypes when they become dominant in sagebrush areas.

This and the browse type which follows are sometimes difficult to distinguish from the grass and weed types if aspect rather than the dominant class of forage is used as the distinguishing characteristic. Sagebrush may form only 15 percent of the total vegetation of a type and still its aspect may be that of a sagebrush type.

It may prove desirable, in a given region, to decide on a certain percentage of all the vegetation in the type, say 20 percent, as the minimum proportion of sagebrush that may be present if the area is still to be classified as a 4 type, providing, of course, it does not already have the aspect of some other type. The same will hold true of the browse type.

Browse-Shrub

5. Olive Green
Mongol - 888

This type includes all untimbered lands where browse, except sagebrush or its subtypes, gives the main aspect to the type or is the predominant vegetation. Characteristically it occupies the transition zone of the lower mountain slopes, foothill, and plateau areas. Examples of subtypes are mountain mahogany, bitter brush, willows, Ceanothus-Manzanita, California Chaparral, etc.

Conifer

6. Dark Green
Mongol - 858

This type includes all range in coniferous timber supporting grasses, weeds, browse, either singly or in combination, except as provided under Types 7 and 9. The forage may vary from a pure stand of pine grass, or some other grass, to a pure stand of weeds or browse. It usually, however, consists of grasses, weeds, and browse, and the proportion of each species varies so widely that it is not thought advisable to attempt a division into types with distinct colors. Those variations can best be represented by subtypes.

Waste

7. Blue Green
Mongol - 898

This type includes all areas of dense timber and brush which have no value for grazing or have such slight value that they cannot be used economically, owing either to denseness of standing or down timber or sparseness of forage growth. Large areas of very sparse forage, unless within easy reach of a better type, shall be classified as waste because of the impracticability of running stock over so large an area to get such a small amount of feed.

This type also includes other waste areas not strictly in timber or brush and not barren which are so rough or inaccessible as to make their future use improbable.

The subtype designation generally encountered in this type are as follows:

7 T Waste in Dense Timber; 7 D Waste in Down Timber; 7 B Waste in Brush; 7 R Waste Areas where Rocky Character Prevents Use; and 7 I Permanently Inaccessible Areas. Principal species of timber should be shown by symbols.

Barren

8. (blank)

This type includes all areas on which there is naturally no vegetation, or practically none, including intermittent lake beds, saline flats, active sand dunes, shale, rock slides, lava flows, etc. Areas which have been denuded by overgrazing should not be confused with areas naturally barren, nor should areas containing only annuals for a part of the year be shown under 8, although these may be without vegetation for the remainder of the year.

Pinon-Juniper

9. Light Green
Mongol - 848

This type includes pinon, juniper, pinon-juniper, and digger pine. The character of the range in this type as regards location, grazing capacity, and management is sufficiently distinct from the conifer type to justify a separate color. The forage may vary from a pure stand of grasses, weeds, or browse to a combination of any two or all. This variation can best be shown by subtype designations.

Broad-Leaf Trees

10. Pink
Mongol - 846

This type includes all range in deciduous timber. The combination of grasses, weeds, and browse, and the proportion of individual species, will vary as in other types. The principal subtypes which will be encountered are: aspen, cottonwood, oak, birch, alder, ash-elm, etc., when they occur in tree form.

Croosoto

11. Bottle Green
Mongol - 855

This type includes areas where croosoto bush (Covillea) constitutes the predominant vegetation.

Mesquite

12. Yellow Earth
Mongol - 853

This type includes areas where various species of the Mesquite (Prosopis) give the characteristic aspect or constitute the predominant vegetation.

Saltbush

13. Slate
Mongol - 819

This type includes areas where the various salt desert shrubs of the Atriplex family form the predominant vegetation, or give the characteristic aspect. There is sufficient significant difference in the range value and the use of salt bush areas to justify their separation from other desert or semi-desert shrub types.

Greasewood

14. Royal Purple
Mongol - 864

This type includes areas where greasewood (Sarcobatus) is the predominant vegetation or gives a characteristic aspect. Characteristically this type occupies valley floors subject to overflow during flood periods or areas underlain with groundwater at shallow depths where the soil is more or less saline. It is sufficiently differentiated from other desert shrubs to justify an exclusive type.

Winterfat

15. Light Tan
Mongol - 813

This type includes areas where winterfat (Eurotia) gives a characteristic aspect or constitutes the predominant vegetation. Though commonly associated with other semi-desert shrubs, the occurrence of this plant in Utah and Nevada as a type character is of sufficient extent to justify a separate type.

Desert Shrub

16. Dark Tan
Mongol - 863

This is a general type which includes areas where other desert shrubs aside from those separated into individual types, constitute the predominant vegetation or give the characteristic aspect. This type includes several genera which are quite distinctive in type habit such as black brush (*Colcogyno*), coffee berry (*Simmondsia*), Cat claw (*Acacia*, *Mimosa*), gray molly, (*Kochia*), hopsage (*Gravia spinosa*), spiny horsebrush (*Totradymia spinoscens*), and little rabbit-brush (*Chrysothamnus stonophyllus*) but pure types of each are so limited in extent as to not justify separate types. The plant symbols used will be sufficient to indicate the predominant species present.

Half Shrub

17. Wisteria
Mongol - 844

This type includes areas where half shrubs constitute the dominant vegetation or give the characteristic aspect.

Half shrubs are semi-woody perennials of low stature such as *Aplopappus*, *Gutierrezia*, *Artemisia frigida*, *Eriogonum wrightii*, etc. They commonly consist of a wood caudex from which herbaceous stems are produced that die back annually. These genera are sufficiently distinctive in habitat and of wide enough extent in certain localities to justify a separate type designation.

Annuals (Weeds or Grasses)

18. Red Terre Cotta
Mongol - 876

This type includes areas in which annual weeds or annual grasses constitute the dominant vegetation. Both transitory stages and semi-permanent conditions should be included in this type as for example: Russian thistle, downy chess (*Bromus tectorum*) desert weeds. The plant symbols used will be sufficient to indicate the predominant species present.

Abandoned Lands

Abandoned lands should be classified according to aspect. In mapping, the boundaries should be hachured.

IV GLOSSARY.

Abbreviation

- Vegetation - Any plant life on the range which is available to livestock.
- Forage - Any vegetation which has a value as feed for livestock.
- Volume - The amount of forage produced on a given area during any year.
- Density - That portion of ground surface covered by a vertical projection of the plants expressed in tenths of complete cover. D
- Palatability - The average degree to which a plant is taken by stock under natural conditions.
- (See Utili- zation.) - (Any one kind of forage will vary in value due to factors such as season of use, relative abundance, class of stock, selectivity, etc.)
- Forage Acre Factor - The numerical figure which indicates the number of forage acres in each 100 surface acres. It is used in computing forage acres and is obtained by multiplying the total palatability of a type by its density. F.A.F.

Formula:

Density x palatability = forage acre factor.

- Forage Acre - An acre of land covered by a stand of forage of full cover density of highest palatable vegetation. The nearest approach to this under actual conditions is an acre of thick lawn. The density of such an acre would be considered as being a ten-tenths or complete density. Theoretically, if all the fully palatable forage on a section of land were crowded over onto one corner in a 10/10 density, the number of acres covered would be forage acres. A forage acre is the unit F.A.

of measurement of the forage resources of a range.

Formula:

Forage acre factor x surface acres = forage acres.

Surface Acre - An acre of land as surveyed on the ground by horizontal measurement. (Its area is ten square chains.)

Animal Month - One month's feed for one animal unit. A.M.

Formula:

Forage acres ÷ forage acre requirement = animal months.

Animal Unit - One cow, one horse, five sheep, five goats or the equivalent thereof, or the forage required for 12 months for one cow, one horse, five sheep, or five goats. A.U.

Grazing Capacity - The number of animal units which any range will support on a sustained yield basis. G.C.

Formula:

Total animal months ÷ 12 months = grazing capacity (in terms of animal units).

Forage Acre Requirement - The number of forage acres necessary to provide feed for one head of stock for one month. For a 12-month season the allowance for one month is multiplied by twelve. Forage acre requirements are based on animals over six months of age.

Utilization - The average percentage of the annual forage crop which may be consumed by livestock without damage to the range. The difference between this figure and 100% will give the percentage which should be left on the ground. This applies to usable forage plants only and does not include plants of questionable or no value.

Overutilization- The use of more than 75 to 80% of the forage crop.
Overgrazing

Underutilization- Use of less of the forage crop than should
Undergrazing be made.

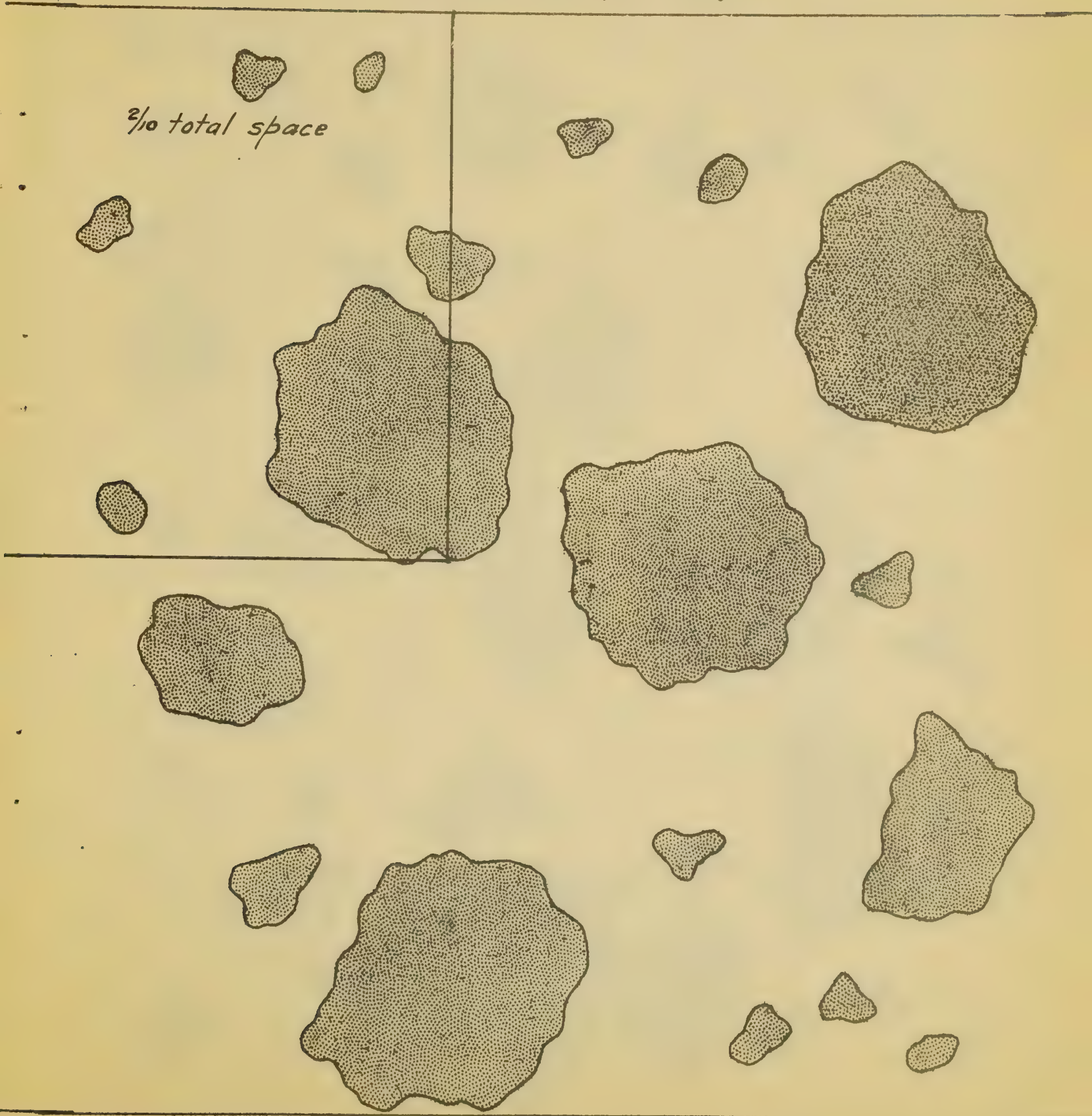
U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Division
Range Conservation Program

Guide for Estimating Vegetation Density
Below is shown a 1/10 density



U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Division
Range Conservation Program

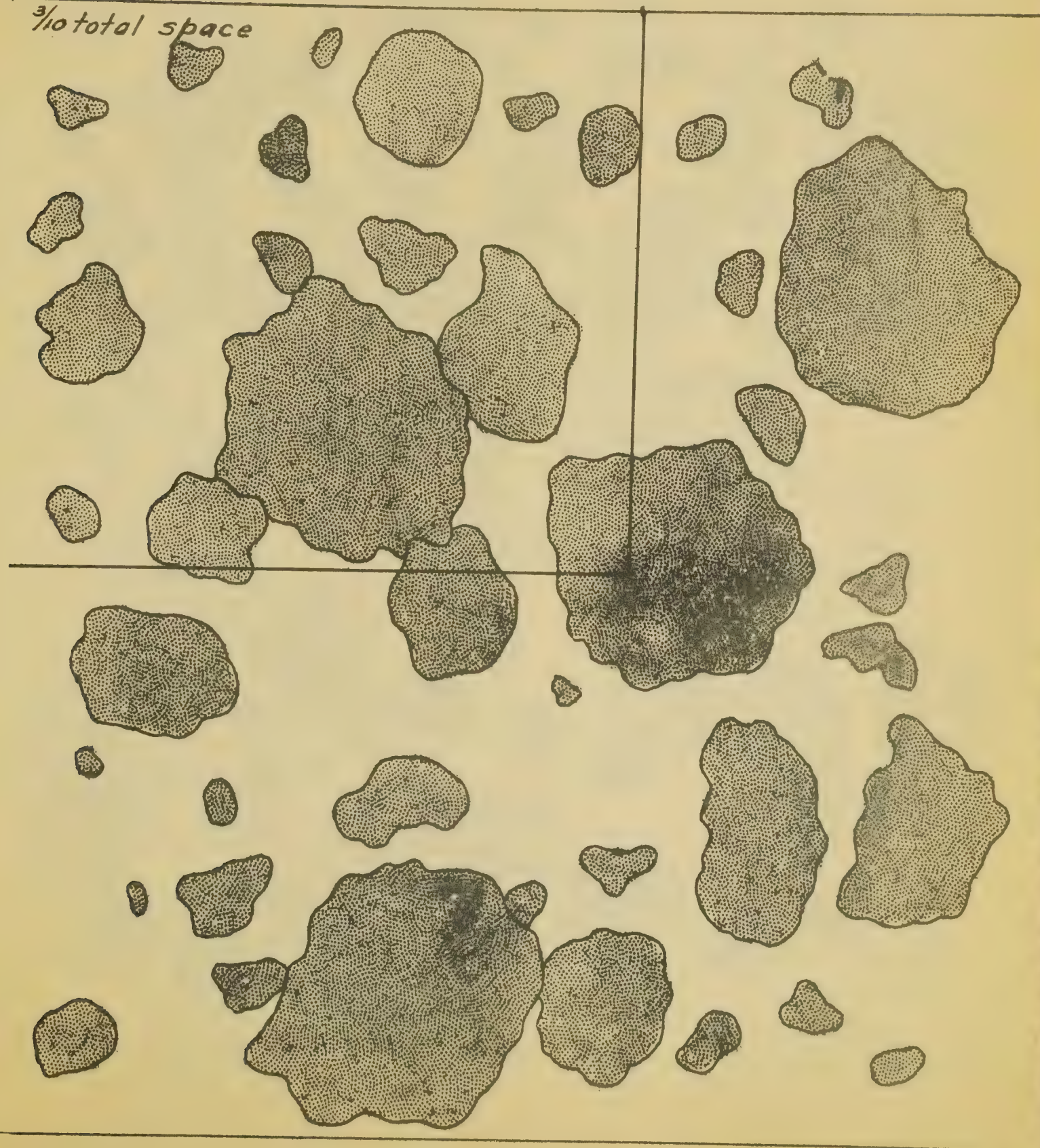
Guide for Estimating Vegetation Density
Below is shown a 2/10 density



U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Division
Range Conservation Program

Guide for Estimating Vegetation Density
Below is shown a $\frac{3}{10}$ density

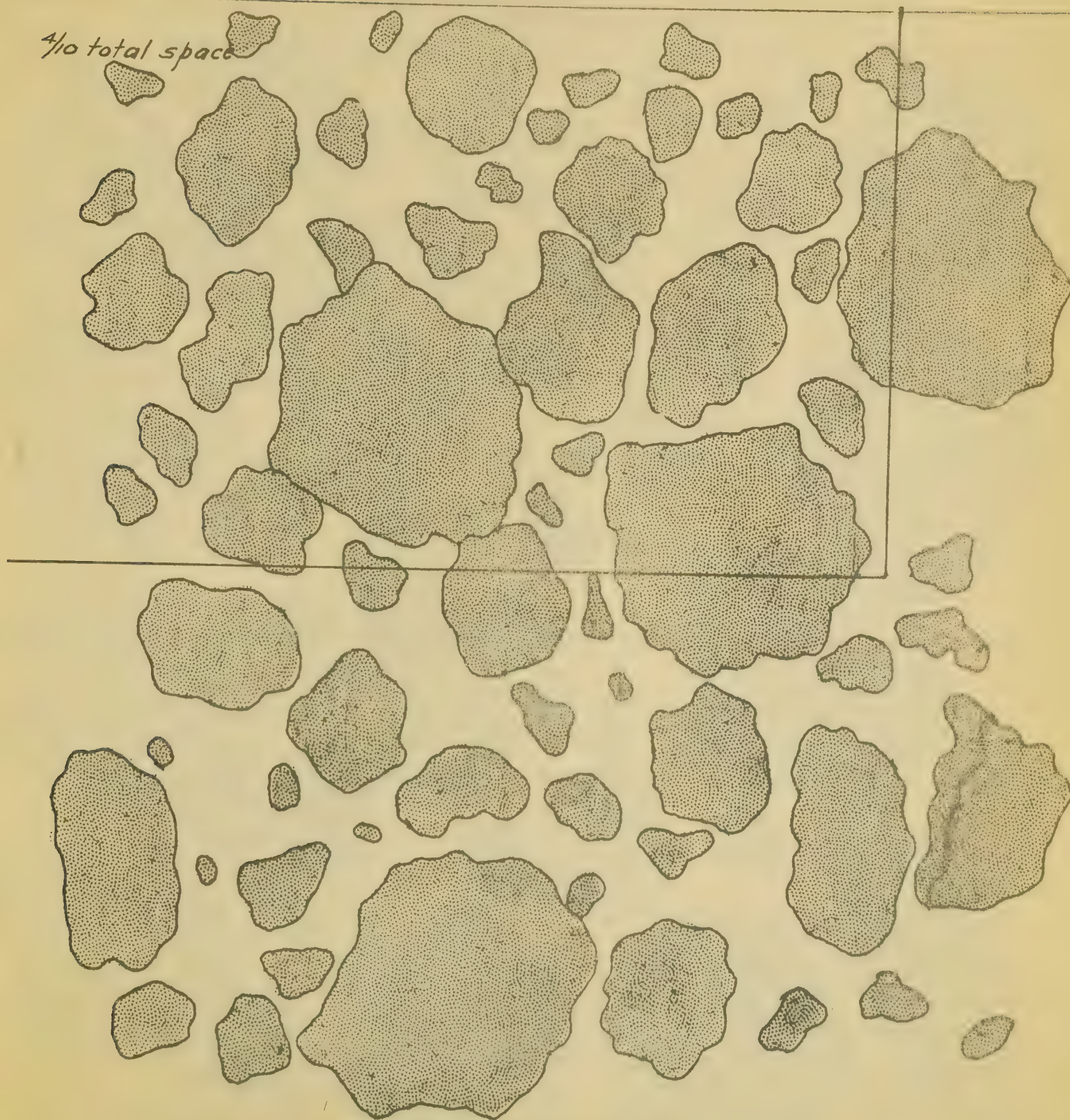
$\frac{3}{10}$ total space



U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Division
Range Conservation Program

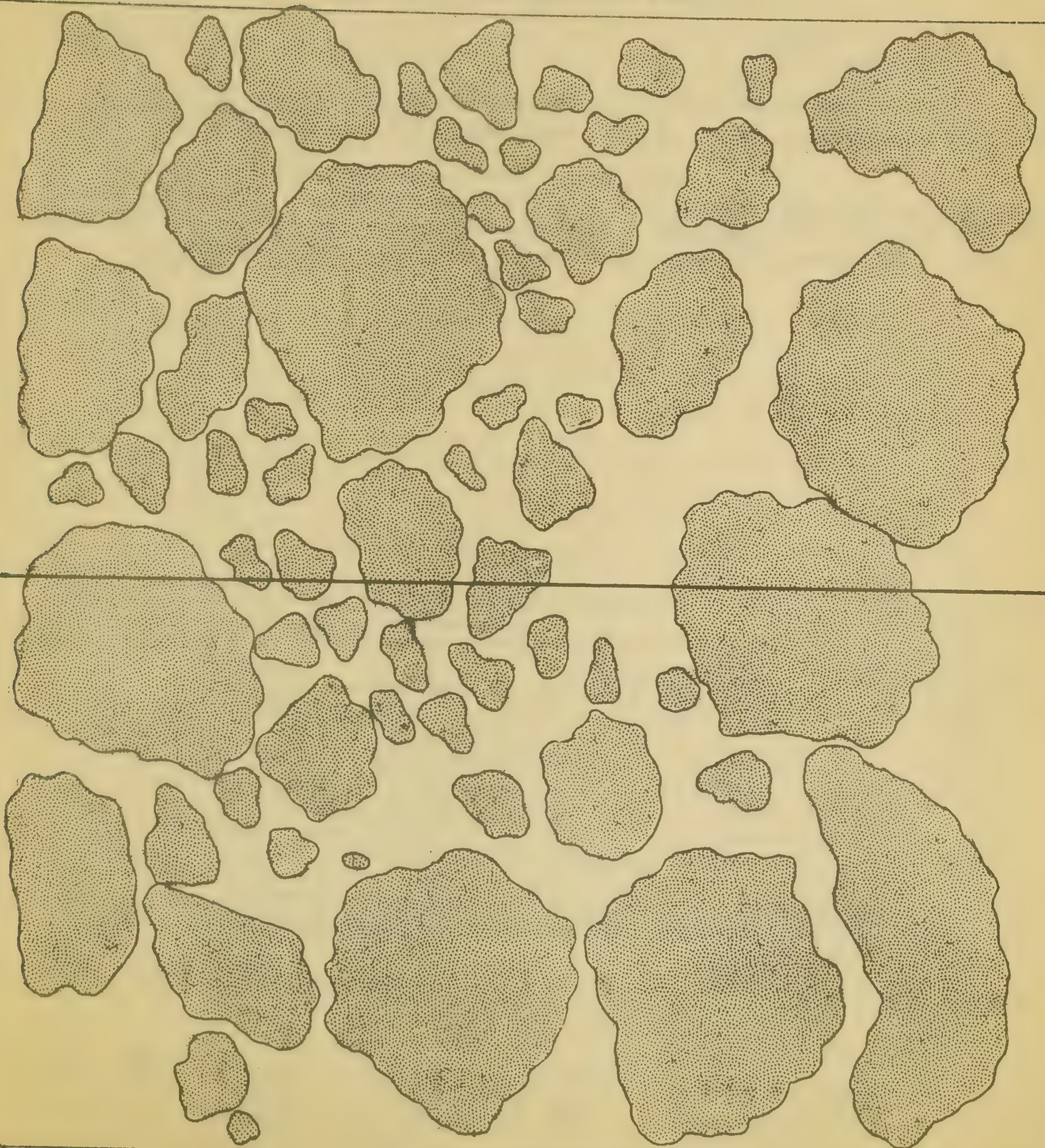
Guide for Estimating Vegetation Density
Below is shown a 4/10 density

4/10 total space



U. S. Department of Agriculture
Agricultural Adjustment Administration
Western Division
Range Conservation Program

Guide for Estimating Vegetation Density
Below is shown a 5/10 density



State ① County ②
③
(Code and serial number)

REQUEST FOR PARTICIPATION 1939 RANGE CONSERVATION PROGRAM

Name ④ (To be typed in) ⑤ (Date of application)

The undersigned livestock ranch operator hereby makes application to participate in the 1939 Range Conservation Program of the Agricultural Adjustment Administration.

For each ranching unit participating in the 1939 Range Program enter the legal description, status, and control of all lands on the reverse side.

- ⑥ ☐ My 1939 ranching unit has not previously been entered in the range program.
- ⑦ ☐ My 1939 ranching unit includes exactly the same land that was included in my 1938 or ⑨ Range Program application.
- ⑧ ☐ My 1939 ranching unit includes the same land that was included in my 1938 or ⑩ Range Program application, except the following lands have been added/subtracted. (Enter below the legal subdivision, township, and range, if possible, of only additional or omitted range lands.)

⑪

The practices applied for and their locations are as follows:

Name of practice	Approximate location	Approximate acreage or number of projects
A <u>⑫</u>	B <u>⑬</u>	C <u>⑭</u>

It is understood no performance is authorized under the program unless and until it has been approved in writing by the county committee.

Signature of operator ⑮ By ⑯

Title ⑰

Address ⑱ (Post office) Local address ⑲ (Street or post-office box, etc.)

Lives in town or on ranch ⑳ Phone ㉑ (Place and number)

Tract A	STATUS CONTROL AND OTHER PERTINENT DATA REGARDING LAND IN RANCHING UNIT B	Range land only (acres) C	Mountain meadow (acres) D
No. 1—Total in this tract (acres) 22	Owner 24 Address 23 25 Description 26 (Section, township, and range) Kind of control: Expiration of control: 27 Season of use: From 28 to 30	31	32
No. 2—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
No. 3—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
No. 4—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
No. 5—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
No. 6—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
No. 7—Total in this tract (acres)	Owner Address Description (Section, township, and range) Kind of control: Expiration of control: Season of use: From to		
TOTALS		33	34

Class and average number of livestock carried in past years

Number of stock over 6 months old on hand (or to be on hand) as of
Apr. 1, 1939

Cattle

Sheep

Horses

Goats

OTHER LANDS USED IN CONNECTION WITH RANCHING UNIT, SUCH AS PUBLIC DOMAIN, NATIONAL FORESTS, INDIAN RESERVATIONS, ETC.

Kind of lands	Acres	Number of stock	Kind of stock	Period of use	
40	41	42	43	From 44	To 45

Average cost per acre per year of leased land, \$ 46

State ① County ②
③
(Code and ranch serial number)

APPROVAL OF PRACTICES—1939 RANGE CONSERVATION PROGRAM

Name ④
(To be typed in)

Section I. PRACTICES APPROVED FOR PERFORMANCE

The county committee, having considered the request on Form WR-315 and the related facts, and having determined that the following practices will tend to effectuate the purposes of the Range Conservation Program on the ranching unit of the above designation, hereby approve the following practices:

Table 1.—Practices

⑤ NAME OF PRACTICE (a)	⑥ LOCATION (b)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Section II. ACREAGE AND GRAZING CAPACITY AS APPROVED

7. Range land, ⑦ acres; grazing capacity, ⑧ animal units.
8. Mountain meadowland, ⑨ acres.

Section III. CALCULATION OF ALLOWANCE

The following estimate of the range-building allowance for the ranching unit is for the purpose of information only. The actual range-building allowance will be determined on the application for payment, if any, filed with respect to the ranching unit.

Table 2.—Approximate Range-Building Allowance

9. Acres of range land for allowance (maximum ⑩)	⑪	× \$ ⑫	= \$ ⑬
10. Grazing capacity for allowance (maximum ⑭)	⑮	× \$ ⑯	= \$ ⑰
11. Acres of mountain meadowland	⑱	× \$0.35	= \$ ⑲
12. TOTAL APPROXIMATE ALLOWANCE			\$ ⑳

Date of approval ⑳, 19____

For the County Committee,

Date sent operator ㉒, 19____

㉓
(signature of county committeeman)

This form, filled out and signed by the county committee, becomes the operator's formal authorization to carry out the approved practices on the locations indicated. If the operator feels that the determinations of the county committee are not equitable, the request for reconsideration must be filed, in writing, with the county committee within 15 days from the date sent to operator.

(Description of ranch unit on back)












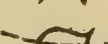












Form to be completed in triplicate: Original copy to State office, one copy to operator, and one copy retained in county file.

124

Below are listed the lands in the ranching unit referred to on the reverse (front) of this form. Indicate first the township and range; then all the sections (and subdivisions of partial sections) within that township. Separate each township by drawing a heavy horizontal line under each before indicating and starting another township.

[illegible]

RANGE SURVEYS - MAP LEGEND

<u>Range Types</u>		<u>Culture and Practices</u>	
1 (S)	Grassland (Short Grass)		Building
1 (T)	Grassland (Tall Grass)		Group of Buildings
2 W	Meadow, - wet		Corral
2 D	Meadow, - dry		Arroya
2 H	Meadow, - native hay		Spring or Seep
3	Weed		Proposed Spring Development
4	Sagebrush		Completed Spring Development
5	Browse		Proposed Well
6	Timber (with feed)		Completed Well
7 T	Dense Timber (no feed)		Proposed Windmill
7 B	Waste (Dense brush)		Completed Windmill
7 R	Waste (Rocky Areas)		Proposed Reservoir
8	Barren		Completed Reservoir
9	Pinon - Juniper		Proposed Fence
10	Aspen or cottonwood		Existing Fence
11	Creosote		Bluff or Box Canyon-natural barrier
12	Mesquite		Road (main-good)
13	Saltbush		Road (secondary-poor)
14	Greasewood		Artificial Reseeding
15	Winterfat		Natural Reseeding
16	Desert Shrub		Contouring
18	Annuals		Cultivated Land
			Go-back Land
			Rodent Control
		DDDD	Deferred Grazing

Issued January 23, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

FEB 6 1939

142
W52W4
39-6

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

PART VI

INSTRUCTIONS REGARDING USE OF FORM ACP-68, REVISED



- A. Purpose of Form ACP-68, Revised -- This form has been provided for use in connection with the combination of separately owned tracts of farm land into one farm pursuant to the provisions of ACP-1939, Section 2 (c) (definition of farm), and will be used where all landlords who are entitled to share in the crops on any of the land to be included in the farm agree that each person's share in the net payment or net deduction computed for the farm with respect to each soil-depleting allotment will be determined on the basis of his right to share in the acreage actually planted to the crop for which such allotment is established. This form is substantially the same as Form ACP-68 used in connection with the 1938 program. Tracts of separately owned farm land combined and regarded as a farm under a Form ACP-68, Revised, will be considered as a farm for all purposes under the 1939 Agricultural Conservation Program, the 1939 Price Adjustment Program and the Agricultural Adjustment Act of 1938, and the method of dividing payments agreed upon by the persons executing the form will be used in dividing the payments which may be computed for the farm under both the 1939 Agricultural Conservation Program and the 1939 Price Adjustment Program.
- B. Use of Form ACP-68, Revised
1. The form must be signed by the operator and by all the owners who are entitled to share in the proceeds of the crops on any of the land to be included in the farm and the request of such persons to have the separately owned tracts considered as one farm, must be approved by the county committee. The county committee may approve such a request only if it determines that -
 - a. There is one crop rotation system on the entire area of land included under the request;
 - b. The yields and productivity of the different ownerships do not vary substantially;

- c. The combination is not being made for the purpose of increasing acreage allotments or primarily for the purpose of effecting compliance; and
 - d. The several ownership tracts constitute a farming unit for the operator and will be regarded in the community as a farm in 1939.
- 2. It is suggested that before a form is executed by any operator, the county committee should first obtain from the operator the work sheet serial numbers of the tracts he wishes to have combined and regarded as a farm, and, the names of the respective owners who are entitled to share in the proceeds of the crops on any of such tracts. The county committee may then make its determination as to whether or not such a combination may be approved.
 - 3. If it is determined that the request of the operator may be approved, the county committee should prepare and deliver to the operator the necessary copies of the form in order that he may sign the forms and obtain the signatures of the owners.
 - 4. If the county committee determines that the tracts which the operator wishes to include under a request do not meet the requirements specified in B, 1 above, and the request may not be approved, it shall so advise the operator. In the event, however the county committee determines that some but not all of the tracts may be properly combined, the form may be prepared but must include only those tracts with respect to which approval may be given.

C. How to Fill Out Form ACP-68 Revised

- 1. This form will be filled out in duplicate as follows:
 - a. Enter the State and county code in the spaces provided in the upper right-hand corner of the Form.
 - b. Enter "1939" in the space following "Effective for the crop year", immediately above Section I.
 - c. Enter the name and address of the operator in the spaces provided on the first line in Section I.
 - d. In Section II there must be entered the work sheet serial numbers and the names of the owners of the tracts of farm land to be included under the request. The work sheet serial numbers shall be entered in the spaces provided and must include the serial numbers for all tracts to be included as a farm, including any tract owned or rented for cash rent by the operator. The name of the owner, who is entitled to share in the proceeds of the crops produced on any land included in the farm shall be entered opposite the serial number of the tract which he owns. The name shall be entered on the left half of the line, or immediately below the line, so that sufficient space is available for such owner's signature. Where

a serial number is shown for a tract which the operator owns or rents from another person for cash, no signature will be required in Section II opposite the serial number for such tract and instead the words "Owned by operator" or "Cash rented by operator", whichever is applicable, shall be inserted on the line provided for the signature of the owner.

2. The form (original and copy) shall then be delivered to the operator in order that he may obtain the necessary signatures in Sections I and II of the form.
 3. After Sections I and II have been executed, the form will be returned to the county committee. The county committee shall check to determine whether the operator and owners have signed the form. In the event any owner who is entitled to share in the proceeds of the crops produced on any land included under the request has not signed the form, his name and the work sheet serial number of the tract which he owns shall be stricken from the form.
 4. If, after consideration of the requests made by the operator and owners, the committee determines that the tracts included under the Form ACP-68, Revised, may be combined and regarded as one farm, a member of the county committee shall execute Section III of the form. The duplicate copy of the form shall be delivered to the operator and the original shall be filed in the county office.
- D. Closing Date for Filing Form ACP-68, Revised. The closing date for filing an ACP-68, Revised, for any farm shall be June 1, 1939 or the date on which a wheat price adjustment application is filed with respect to the farm, whichever date shall first occur.

Attention is directed to the fact that Section 1 (b) of P-1, Regulations Pertaining to the 1939 Price Adjustment Program, defines a farm as "the area of land considered as a farm for the purposes of the 1939 Agricultural Conservation Program". Therefore, if any operator wishes to combine separately-owned tracts of land into one farm under an ACP-68, Revised, and a wheat acreage allotment has been determined for any of the tracts, the Form ACP-68, Revised must be filed prior to the time application for the wheat price adjustment payment is made and, of course, prior to June 1, 1939 in order that the same area of land may be regarded as a farm under both programs. Failure to file a form ACP-68 Revised before application for wheat price adjustment payment is made will mean that each separately owned tract on which a wheat allotment is determined will be regarded as a farm and will be covered by a separate price adjustment application and hence each such tract will have to be regarded as a separate farm and may not be combined under the 1939 Agricultural Conservation Program.

County committees should be careful to approve only those requests which are effective for both programs and which will result in the same area of land being regarded as a farm thereunder.

Issued January 30, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

FEB 6 1939

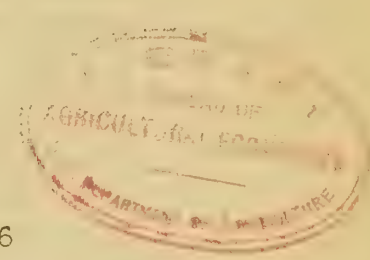
1:42
452 Vh
39-7

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

PART VII

INSTRUCTIONS REGARDING USE OF FORM ACP-86



- A. Purpose of Form ACP-86. This form has been provided for use in connection with the combination of separately owned tracts of farm land into one farm pursuant to the provisions of ACP-1939, Section 2 (c), (definition of farm). This form will be used where all of the landlords who are entitled to share in the proceeds of the crops on any of the land to be included in the farm agree that each landlord's share of payment with respect to any acreage allotment will be determined on the basis of each such person's share in the acreage allotment which was or could have been established for such crop on the land in which he has an interest. Tracts of farm land combined and regarded as a farm under a Form ACP-86 will be considered as a farm for all purposes under the 1939 Agricultural Conservation Program, the 1939 Price Adjustment Program and the Agricultural Adjustment Act of 1938, and the method of dividing payments agreed upon by the persons executing the form will be used in dividing the payments which may be computed for the farm under both the 1939 Agricultural Conservation Program and the 1939 Price Adjustment Program.
- B. Division of Net Payment or Net Deduction with Respect to Acreage Allotments. The following is a brief outline of the manner in which the acreage shares of the tenant and landlords in the net payment or net deduction for any acreage allotment will be determined on a farm with respect to which a Form ACP-86 is executed:
1. Tenant's Share of Planted Acreage.
 - a. Under this method of dividing payments, the share of the planted acreage of any crop which the operator is entitled to receive as tenant on all of the tracts will be determined first. The remainder of the planted acreage will be divided among the landlords in the manner described in paragraph 2 hereof.

- b. The operator's share as tenant in the payment or deduction for any crop will be the acreage share to which he is entitled in the acreage actually planted to such crop on the farm. On a tract which the operator owns, or rents for cash or a fixed commodity payment, he shall be regarded both as a landlord and as a tenant on such tract. His share as tenant in the acreage planted to any crop on such tract shall be the share to which a tenant would be entitled under the usual crop share lease for such tract, or, if the tract is not usually leased on a crop share basis, the share to which a tenant would be entitled under the crop share leasing arrangements common in the community.
- c. The sum of the acreage shares thus determined for the operator on the individual tracts represent his share as tenant in the total acreage planted to the crop for harvest in 1939. However, his total acreage share in the farm payment with respect to any crop will include the share he is entitled to receive as a landlord in the remaining planted acreage to be divided among the landlords as a group.
- d. The sum of the operator's acreage shares as tenant on the individual tracts will then be subtracted from the total acreage planted to the crop on the entire farm for harvest in 1939. The remainder of the planted acreage will be divided among the landlords in the manner described below.

2. Landlord's Share of Acreage Allotments Expressed in Terms of Planted Acreages

- a. First, each landlord's share of any crop acreage allotment shall be determined, as follows:
 - (1) For any tract which he rents to the operator on a crop share basis, the landlord's share of any crop acreage allotment is obtained by multiplying the acreage allotment which was or could have been established for the crop on that tract by the percentage of the crop which the landlord is, or would be, entitled to receive under the lease or operating agreement, irrespective of whether or not any acreage was planted to the crop on the land in which he has an interest.
 - (2) For any tract which is owned by the operator, or which he rents for cash or a fixed commodity payment, the operator's interest as landlord in any acreage allotment shall be the total number of acres in the crop acreage allotment which was, or could have been established for such crop on that tract multiplied by the percentage of the crop which a landlord would receive if the tract were rented on a crop share basis (refer to 1 b, above).
- b. The amount of the planted acreage of any crop to be divided among the landlords as a group (see paragraph 1, d, above) shall be prorated among the landlords in the proportion that each landlord's share of the crop acreage allotment bears to the total of the landlords' share of such acreage allotment.

C. Use of Form ACP-86.

1. The form must be signed by the operator and by all the owners who are entitled to share in the proceeds of the crops on any of the land to be included in the farm and the request of such persons to have the separately owned tracts considered as one farm, must be approved by the county committee. The county committee may approve such a request only if it determines that --
 - a. There is one crop rotation system on the entire area of land included under the request;
 - b. The yields and productivity of the different ownerships do not vary substantially.
 - c. The combination is not being made for the purpose of increasing acreage allotments or primarily for the purpose of effecting compliance;and
 - d. The several ownership tracts constitute a farming unit for the operator and will be regarded in the community as a farm in 1939.
2. It is suggested that before a form is executed by any operator, the county committee should first obtain from the operator the work sheet serial numbers of the tracts he wishes to have combined and regarded as a farm, and the names of the respective owners who are entitled to share in the proceeds of the crops on any of such tracts. The county committee may then make its determination as to whether or not such a combination may be approved.
3. If it is determined that the request of the operator may be approved, the county committee should prepare and deliver to the operator the necessary copies of the form in order that he may sign the forms and obtain the signatures of the owners.
4. If the county committee determines that the tracts which the operator wishes to include under a request do not meet the requirements specified in C-1 above, and the request may not be approved, it shall so advise the operator. In the event, however, the county committee determines that some but not all of the tracts may be properly combined, the form may be prepared but must include only those tracts with respect to which approval may be given.

D. How to Fill out Form ACP-86.

1. This form will be filled out in duplicate as follows:
 - a. Enter the State and county code in the spaces provided in the upper right hand corner of the Form.

- b. Enter "1939" in the space following "Effective for the crop year", immediately above Section I.
 - c. Enter the name and address of the operator in the spaces provided on the first line in Section I.
 - d. In Section II there must be entered the work sheet serial numbers and the names of the owners of all of the tracts of farm land to be included under the request. The work sheet serial numbers shall be entered in the spaces provided and must include the serial numbers of tracts which the operator owns or rents from another person for cash rent or a fixed commodity payment. The name of the owner, who is entitled to share in the proceeds of the crops produced on any land included in the farm shall be entered opposite the serial number of the tract which he owns. The name shall be entered on the left half of the line or immediately below the line, so that sufficient space is available for such owner's signature.
 - e. Where a serial number is shown for any tract which the operator owns, the operator must sign as owner opposite the serial number of such tract since he is considered as the landlord of such tract for purposes of determining acreage shares in connection with the net payment or net deduction with respect to acreage allotments.
 - f. Where a serial number is shown for a tract which the operator rents for cash or a fixed commodity payment, no signature will be required in Section II opposite the serial number for such tract and instead the words "cash rent" shall be inserted on the line provided for the owner's signature.
2. The form (original and one copy) shall then be delivered to the operator in order that he may obtain the necessary signatures in Sections I and II of the form.
 3. After Sections I and II have been executed, the form will be returned to the county committee. The county committee shall check to determine whether the operator and owners have signed the form. In the event any owner who is entitled to share in the proceeds of the crops produced on any land included under the request has not signed the form, his name and the work sheet serial number of the tract which he owns shall be stricken from the form.
 4. If, after consideration of the requests made by the operator and owners, the committee determines that the tracts included under the Form ACP-86 may be combined and regarded as one farm, a member of the county committee shall execute Section III of the form. The duplicate copy of the form shall be delivered to the operator and the original shall be filed in the county office.

- E. Closing Date for Filing Form ACP-86. The closing date for filing an ACP-86 for any farm shall be June 1, 1939 or the date on which a wheat price adjustment application is filed with respect to the farm, whichever date shall first occur.

Attention is directed to the fact that Section 1 (b) of P-1, Regulations Pertaining to the 1939 Price Adjustment Program, defines a farm as "the area of land considered as a farm for the purposes of the 1939 Agricultural Conservation Program". Therefore, if any operator wishes to combine separately-owned tracts of land into one farm under an ACP-86 and a wheat acreage allotment has been determined for any of the tracts, the Form ACP-86 must be filed prior to the time application for the wheat price adjustment payment is made and, of course, prior to June 1, 1939 in order that the same area of land may be regarded as a farm under both programs. Failure to file a Form ACP-86 before application for wheat price adjustment payment is made will mean that each separately owned tract on which a wheat allotment is determined will be regarded as a farm and will be covered by a separate price adjustment application and hence each such tract will have to be regarded as a separate farm and may not be combined under the 1939 Agricultural Conservation Program.

County committees should be careful to approve only those requests which are effective for both programs and will result in the same area of land being regarded as a farm thereunder.

Issued August 29, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

PART IX

PROCEDURE
to be followed by
COUNTY AND STATE OFFICES
with respect to
REQUESTS FOR TRIPLE SUPERPHOSPHATE AS GRANT OF AID
Western Oregon and Washington

A. General Instructions.

The instructions contained in WRC-39-9 relative to requests for triple superphosphate as grant of aid are to remain in effect with respect to triple superphosphate furnished prior to July 1, 1939. The instructions outlined in this WRC-39-9 (a) are effective with respect to requests made subsequent to July 1, 1939 for triple superphosphate as grant of aid. The Agricultural Adjustment Administration, upon request of the producer, and under the conditions specified herein, will furnish triple superphosphate as a grant of aid to be used in carrying out approved soil-building practices in the following counties in the States of Oregon and Washington:

OREGON

Benton	Curry	Klamath	Multnomah
Clackamas	Deschutes	Lake	Polk
Clatsop	Douglas	Lane	Tillamook
Columbia	Hood River	Lincoln	Washington
Coos	Jackson	Linn	Yamhill
Crook	Josephine	Marion	

WASHINGTON

Clallam	Jefferson	Pacific	Snohomish
Clark	King	Pierce	Thurston
Cowlitz	Kitsap	San Juan	Wahkiakum
Grays Harbor	Lewis	Skagit	Whatcom
Island	Mason	Skamania	

The county committee in the above named counties should immediately advise all cooperating producers that triple superphosphate containing approximately 45 percent available plant food (P_2O_5) is available as a grant of aid, under the following conditions:

SEP 14 1939

1. Aggregate requests for triple superphosphate from one county for less than a minimum carlot (30 tons) ordinarily will not be approved for shipment. However, if certain counties find it impossible to obtain requests totaling 30 tons but can obtain requests totaling 15 or more tons, but less than 30 tons, such counties will carry out the procedure as outlined herein since it may be possible to fulfill the minimum carload requirements by combining in the State office requests from two such counties served by the same railroad.
2. All shipments of triple superphosphate will be covered by Government bills of lading. No freight charges will be paid by the county agricultural conservation association or by the individual producer requesting the material.
3. Triple superphosphate will be delivered in one hundred pound bags and the application of one bag of triple superphosphate, in accordance with the specification of practice A-1, will count as one unit toward the soil-building goal for the farm under the 1939 Agricultural Conservation Program. The rate of credit that will be allowed under the provisions of the agricultural conservation program for 1940 will be comparable with the rate of credit for 1939.
4. The deduction from the 1939 agricultural conservation payment computed for the farm will be at the rate of \$1.80 for each 100 pounds of triple superphosphate furnished at delivery point on or after July 1, 1939; however, unless the triple superphosphate furnished is used in substantial accord with the provisions of the agricultural conservation program, an amount equal to twice the regular rate of deduction for so much of the triple superphosphate as the county and State committees find has not been used in substantial accord with the purposes of the Program will be deducted from the payment, or if not deducted such amount will be payable to the Secretary of Agriculture by set-off or otherwise. The rate of deduction from the payment computed for the farm for triple superphosphate that may be furnished as a grant of aid subsequent to 1939 will necessarily be determined, as in the past, on the basis of the approximate average cost of such material to the Agricultural Adjustment Administration and the rate established for any particular year will be announced when triple superphosphate is made available as a grant of aid for that year.
5. Demurrage must be paid directly to the delivering common carrier by the producers responsible for the charge in the proportion and to the extent of time that his share of the material in the shipment not removed from the common carrier within the time allowed bears to the total demurrage charged.
6. All shipments will be consigned to the secretary of the County Agricultural Conservation Association, however, the county committee may designate a person, who may be one of their number, an employee of the association, a dealer, distributor, or cooperative association, to receipt and be responsible for and supervise the deliveries of triple superphosphate to producers in accordance with the procedure set forth herein. The rate per ton charged by a local dealer, distributor, or cooperative association for handling, and where necessary, for storing triple superphosphate must be approved in advance by the county committee. Any charges authorized by the county committee for the handling or storage of triple superphosphate

at delivery point must be paid before or at the time of delivery by the producer who receives the material.

• B. County Committee Procedure

1. The county committee shall be responsible for the accurate determination of the eligibility of producers to receive triple superphosphate as a grant of aid and will give special care to the following:
 - a. That the provisions of the agricultural conservation program regarding the manner of using triple superphosphate be clearly explained to the producer and he shall be thoroughly informed that he is eligible to receive triple superphosphate as a grant of aid only if it is to be used in connection with the carrying out of soil-building practice A-1.
 - b. That the total cost of triple superphosphate (each hundredweight X unit cost) which may be requested during the entire program year by all persons on the farm must not exceed the approximate maximum payment, including the increase in small payments, which the county committee estimates will be earned by carrying out approved soil-building practices on the farm during the program year the material is furnished including soil-building practice A-1, less -
 - (1) Deductions for county association expense
 - (2) Advances for crop insurance
 - (3) Agricultural Adjustment Administration indebtedness reported on Register of Indebtedness
 - (4) Assignment/s of agricultural conservation payments made on ACP-69, and/or Request/s for Set-off on AAA-372 that may be on file in the county office at the time request for triple superphosphate is made.
 - c. That the producer, subsequent to requesting triple superphosphate, will be eligible to assign the agricultural conservation payment which it is estimated he will earn by participating in the agricultural conservation program for the current year for only the amount by which his estimated agricultural conservation payment for the year exceeds the deduction for triple superphosphate.
 - d. That each person interested in the payment with respect to the farm is advised that if the net payment to the producer filing the request for triple superphosphate is not sufficient to cover the deduction required for the triple superphosphate, payments to other persons sharing in the agricultural conservation payment with respect to the farm will be subject to the remaining deduction, and that in the event the payments to all persons sharing in the payment with respect to the farm are not sufficient to cover the deduction required for the triple superphosphate, the producer who requested such material is personally liable for any difference.

- e. That for triple superphosphate received as a grant of aid and used in a manner not in accordance with the specifications of soil-building practice A-1, the rate of deduction or charge to be applied to the payment for the farm will be twice the amount of the usual rate of deduction for so much of the triple superphosphate as the county and State committees find has not been used in accordance with the specifications of soil-building practice A-1, and any part of the deduction which is in excess of the total payment which would otherwise be made to all persons sharing in the payment with respect to the farm will be charged as a debt entirely to the person who obtained the material as a grant of aid, and such person will be listed on the Register of Indebtedness in the amount of such excess.

2. Handling requests from producer for triple superphosphate as grant of aid.

- a. Until further notified, producers requesting triple superphosphate on or after July 1, 1939, will execute Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program" Revised, March 9, 1939, in the following manner.

- (1) Enter in the space provided in the upper right-hand corner the names and code numbers of the State and county, and the serial number of work sheet/s covering the farm with respect to which the material is requested.
- (2) Enter in the space provided for "Program Year", "1939" or when material is requested to be used in connection with programs subsequent to 1939, "1940", "1941", etc.
- (3) In Section I, enter the name of the applicant requesting triple superphosphate, his type of tenure (landlord, share tenant, share-cropper) in the spaces provided.
- (4) Enter in the space provided below his name the applicant's post office and rural route address, including the name of the county and State.
- (5) In the space provided for the description of the material enter "Triple Superphosphate"; in the column headed "Quantity" enter the number of pounds requested, (always multiples of 100); and in the column headed "Units", enter "lbs".
- (6) Enter in the spaces provided the following:
 - (a) The name of each crop on which the triple superphosphate is to be applied.
 - (b) The number of acres to be treated.
 - (c) The rate of application per acre.

- (d) The total amount of triple superphosphate to be applied to the crop.
- (7) Enter in the space provided the maximum soil-building payment, including the increase in small payments, which may be earned on the farm.
- (8) Enter in the space provided the deduction for triple superphosphate requested as grant of aid.
- (9) Enter in the space provided the cost of any triple superphosphate previously requested by the producer as a grant of aid under the program for the current year.
- (10) Enter in the space provided the total amount of deduction for triple superphosphate requested as grant of aid. The approximate total soil-building payment for the farm for the year must exceed the total deduction for triple superphosphate by an amount which is sufficient to cover-
 - (a) Farm's prorata share of the estimated deduction for county association expenses
 - (b) Advances for crop insurance
 - (c) Agricultural Adjustment Administration indebtedness reported on the Register of Indebtedness
 - (d) Assignment/s of agricultural conservation payment/s made on ACP-69 and/or Request/s for Set-off on AAA-372 that may be on file in the county office at the time request for triple superphosphate is made.
- (11) The signature of the applicant and the date the signature was affixed should be entered in the spaces provided.
- (12) Upon approval of the request by the county committee, one member of the committee and the secretary of the county agricultural conservation association must sign in the spaces provided in section II and the date that each signature was affixed must be entered immediately below the signature.
- (13) It will not be necessary to execute part III in the Western Division.
- (14) Part IV shall be executed by the producer upon delivery of the triple superphosphate to him.
- (15) The original Form ACP-64 shall be forwarded to the State office with the original and one copy of the related Form ACP-65 executed as outlined in paragraph 3 below. When Form ACP-64 is returned to the county office, any corrections made thereon by the State office should be noted on the copies

which were retained in the county office and one copy thereof delivered to the producer.

3. Preparation of Form ACP-65, "Summary of Requests".

- a. When written requests for triple superphosphate, totaling 30 or more tons, have been received, Form ACP-65, "Summary of Requests", must be executed as follows:
 - (1) Enter in the upper right-hand corner the names and code numbers of the State and county.
 - (2) Enter in the spaces provided the name of the material, i. e., "Triple Superphosphate" and the date delivery is desired.
 - (3) Enter the name and post office address of the secretary of the county agricultural conservation association in the spaces provided for the name and address of the consignee. Where a local dealer, distributor or cooperative association has been chosen and authorized by the county committee to receive, handle, distribute, and, if necessary, store the triple superphosphate, enter immediately below the name of the consignee "c/o" followed by the name of such dealer, distributor, or cooperative association. For example: "c/o A.B.C. Farmer's Exchange."
 - (4) Enter in the spaces provided the name of the railroad which is to deliver the triple superphosphate and the actual point at which delivery is to be made.
 - (5) Enter in the respective columns the following information from each Form ACP-64:
 - (a) In the column headed "Serial No." enter the work sheet serial number/s covering the farm.
 - (b) The name and address of the producer requesting the material.
 - (c) In the "Unit" column, enter the word "lbs".
 - (d) The number of pounds requested by the producer, always expressed in multiples of 100, must be entered in the "Quantity" column.
 - (e) Enter on the "Total requested" line the sum of the entries recorded in the "Quantity" column.
- b. Upon approval of a "Summary of Requests" by the county committee, one member of the county committee and the secretary of the county agricultural conservation association will sign Form ACP-65 in the spaces provided and enter the date in the space provided that their signatures were affixed.
- c. The original and one copy of Form ACP-65 shall be transmitted to the State office. The other copy will be retained in the county office

files. Upon approval of the requests by the State office, the copy of this form will be returned to the county office.

4. Procedure to be followed upon arrival of a shipment of triple superphosphate.

- a. When a consignment of triple superphosphate arrives, the secretary of the county committee will not acknowledge receipt of the shipment until after an inspection of the condition of the car has been made, and will not receipt for the material in the car until a check has been made to determine the quantity of triple superphosphate in the shipment.
- b. The secretary of the county committee will notify the producers who have requested triple superphosphate as a grant of aid of the arrival of the shipment, the place of the shipment, and the time limit allowed to accept it from the carrier in order to prevent any demurrage.
- c. The consignee will remove from the car the sample of triple superphosphate enclosed by the shipper. This sample will be marked "Shipper's Sample" and when properly identified, which includes the date, car number, Aaa Request for Shipment number, and other information, will be forwarded to the State office to be analyzed.
- d. The consignee will obtain an additional sample of triple superphosphate from each car. This sample shall be taken in the manner prescribed by the laws of the State and in accordance with any regulations that may have been issued by the State Department of Agriculture as a prerequisite to analyzing same. This sample taken at delivery point will be labeled "County Sample" and properly identified as to date, car number, Aaa Request for Shipment number, and other necessary information, whereupon it will be forwarded to the State office.
- e. In case the material in the car is damaged, a notation should be made in the space provided on the bill of lading for such report. After such statement of damage has been signed by the consignee, or person authorized to receive the shipment, the consignee or person authorized shall then accomplish the bill of lading in the space provided for that purpose and surrender the bill of lading to the delivering carrier. Damaged material will not be accepted; however, undamaged material in the car shall be distributed to the farmers.
- f. The consignee, or person authorized by the county committee to receive the shipment, will supervise the distribution of the triple superphosphate and deliver to each producer the amount requested on Form ACP-64 and shown on Form ACP-65. The consignee or persons handling the distribution of triple superphosphate shall guard against any shortage of material appearing on the record. For instance if Form ACP-67 is executed acknowledging receipt of a shipment of triple superphosphate of 60,000 pounds, the quantity of material reported on Form ACP-65, as well as the total quantity of material accounted for on related Forms ACP-64 should be 60,000 pounds.

- (1) The producer will acknowledge receipt of the material by executing Section IV of the original, which has been returned from the State office, and copy of Form ACP-64 in the following manner:
 - (a) Enter in the spaces provided the quantity of material received by the producer, the unit in "lbs." and a description of the material, i.e., "Triple Superphosphate".
 - (b) Enter in the space provided the date the material was received and obtain the signature of the producer.
 - (2) When Form ACP-64 is completed, the original will be mailed, together with the related Form ACP-65 marked "Final", to the State office and the yellow copy will be filed in the county office files.
- g. The State office will be notified of the amounts of triple superphosphate delivered to producers on the copy of Form ACP-65 which has been returned to the county office by the State office. When forwarded to the State office for the second time this copy shall be marked "Final" and shall be accompanied by the related Forms ACP-64 receipted by the producers who actually received the triple superphosphate. The copy of the "Final" Form ACP-65 transmitted to the State office shall be corrected to agree with the deliveries as actually made. For instance, if it is necessary to deliver triple superphosphate to a producer who did not request it, Form ACP-64 shall be executed before or at the time delivery of the triple superphosphate is made to the producer who did not request it and he shall receipt Section IV of Form ACP-64 in the usual manner. The name of the producer who made the request originally shall be deleted on the "Final" Form ACP-65 and the name of the producer who received the triple superphosphate added thereon, together with his address and the quantity of material he received. Similarly, if it is necessary to deliver to a producer a quantity of triple superphosphate which does not agree with the amount requested by him, correct the quantity indicated on Form ACP-64 and related "Final" Form ACP-65 to agree with the amount actually delivered.
- h. For each shipment of triple superphosphate, the consignee or person designated by the county committee will acknowledge and make a report concerning its condition on Form ACP-67, "Receiving and Inspection", which must be executed as follows:
- (1) Enter in the upper right-hand corner the name and code number of the State and county.
 - (2) Enter in the space provided the Request for Shipment number, as shown on the copy of Form ACP-65 returned to the county office.
 - (3) Enter in the spaces provided the date received, name of the material and the name of the manufacturer.

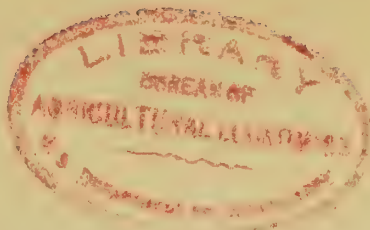
- (4) Enter in the spaces provided the actual point of delivery, the name of the delivering railroad, and the amount of material received, expressed in numerical multiples of 100.
- (5) Enter in the spaces provided the car initials, car number, car seal number/s, condition of car seals, railroad waybill number with the date and the delivery agent's freight bill number and date.
- (6) Under the heading "Report of loss, damage, shortage, etc." report in detail any loss, damaged material, shortage, etc.
- (7) The name of the designated consignee shall be entered in the space provided followed by the signature of the person authorized to receive the shipment, and the date that his signature was affixed must be entered in the space provided.
- (8) After Form ACP-67 is completed, the original and two copies will be forwarded to the State office. The other copies will be retained in the county office.

C. State Office Procedure

1. Upon receipt in the State office of Form ACP-65, "Summary of Requests", from any county requesting a quantity of triple superphosphate sufficient to constitute a carlot, Form ACP-66, "Request for Shipment", shall be executed. Since Forms ACP-66 have been assigned Aaa numbers, the forms should be executed in numerical sequence.
 - a. The Aaa serial number printed in red ink which appears in the upper right-hand corner of Form ACP-66 should be entered in the space provided in the upper right-hand corner on all related copies of Form ACP-64 and on both copies of Form ACP-65.
 - b. The following entries shall be made on Form ACP-66:
 - (1) Enter in the space provided the date delivery desired.
 - (2) In the space provided in the upper right-hand corner enter the names and code numbers of the State and county.
 - (3) Enter "Western" in the space provided for the name of the Division.
 - (4) Beneath the caption "Consigned to", in the spaces provided, enter the following information taken from the related Form ACP-65.
 - (a) Name of county.

- (b) Name of the designated consignee, who shall be the secretary of the county agricultural conservation association, and where indicated on the related Form ACP-65 that the shipment is to be sent in care of a dealer, distributor, or cooperative association, enter the name of such dealer, distributor, or cooperative association below the name of the designated consignee, preceded by "c/o".
 - (c) Consignee's post office address.
 - (d) Name of railroad which will make delivery.
 - (e) Actual point of delivery.
- (5) In the space provided for a complete description of material enter "Triple Superphosphate".
- (a) In the "Quantity" column enter the number of pounds (expressed in multiples of 100) requested, as shown on the "Total Approved" line on Form ACP-65.
 - (b) In the "Unit" column enter the word "lbs."
- (6) When approved by the State office, the signature of the person authorized to approve such request for the State office, the name of the State and the date approved shall be entered in the spaces provided.
- c. The original and orange copy of Form ACP-66 shall be forwarded to the D.C. office of the Western Division. The pink copy of Form ACP-66 will be retained in the State office. The yellow copy of this form shall be returned to the county office, together with the copy of Form ACP-65 and related Forms ACP-64.
 - d. Shipping instructions will be issued from the D. C. office on the basis of approved Forms ACP-66.
2. Upon receipt of the original and two copies of Form ACP-67 from the county office, acknowledging receipt of a shipment of triple superphosphate, the State office shall ascertain that the total amount of triple superphosphate, including lost or damaged material, reported on the ACP-67, agrees with the total amount of material requested on the corresponding Form ACP-66. If not, a statement shall be attached to the ACP-67 explaining the discrepancy. Thereupon, the State office shall immediately forward the original and one copy to the D. C. office of the Western Division and retain the other copy in the State office files.
3. When Forms ACP-64, with Part IV executed, and related "Final" Form ACP-65 are received by the State office, the data recorded on the two forms shall be checked and any discrepancies taken up with the county office and corrected.

N. E. Dodd
Director, Western Division.



Issued January 24, 1940.

MAR 4 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION
PART IX

PROCEDURE
to be followed by
COUNTY AND STATE OFFICES
with respect to
REQUESTS FOR TRIPLE SUPERPHOSPHATE AS GRANT OF AID

The instructions contained in WRC-39-9(a), paragraph B,
3, a, (5), (b) on page 6 are hereby amended to read as follows:

"(b) The name and address of the producer
requesting the material, and the date
the producer executed and filed Form
ACP-64 with the county committee."

N. E. Todd

Director, Western Division.

1.42
W52Wr

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 WHEAT PRICE ADJUSTMENT PAYMENT PROGRAM - WESTERN DIVISION

OFFICE PROCEDURE

PART X

PROCEDURE TO BE FOLLOWED BY COUNTY OFFICES IN EXECUTING THE
APPLICATION FOR WHEAT PAYMENT -- 1939 PRICE ADJUSTMENT PRO-
GRAM FORM ACP-90



A. INTRODUCTION

The following instructions are issued pursuant to the provisions of the Price Adjustment Act of 1938 and the regulations pertaining to price adjustment payment programs issued by the Secretary of Agriculture and designated as P-1.

County committees must determine, before executing and accepting an application for a wheat parity payment, that the 1939 wheat acreage has been finally determined, both for the purposes of the 1939 price adjustment program and the 1939 agricultural conservation program. In areas where both winter and spring wheat may be seeded, and in strictly spring wheat areas, the application must not be executed until the close of the spring wheat seeding period.

In the event that the acreage reported on Form ACP-90 as "acreage planted to wheat" differs from the acreage planted to wheat, as subsequently reported on the application for the 1939 agricultural conservation payment, an explanation will be required and such adjustment, if any, in the amount of the wheat parity payment received, resulting from such discrepancy, will be made.

Pending further instructions from the Western Division, applications must not be prepared covering farms which are composed of separately owned tracts and combined under a Form ACP-86. Additional instructions regarding Form ACP-86 will be issued at a later date.

Before approving and accepting a Form ACP-90 the county committee must determine that the land, with respect to which such application is filed, constitutes a farm both for the purposes of the 1939 price adjustment payment program and the 1939 agricultural conservation program. In the event that separately owned tracts of land are to be combined as a farm for the purposes of the 1939 agricultural conservation

program such combination must be made in accordance with WRC-39-6 prior to the execution of the application for wheat parity payment. Combination of land will not be approved subsequent to the filing of Form ACP-90 and in no event may such combinations be made after June 1, 1939. This requirement is necessitated by the fact that the acreage allotment, normal wheat yield, and acreage planted to wheat, as reported on a farm under application for wheat parity payment must be identical with the wheat acreage allotment reported on the application for payment under the 1939 agricultural conservation program filed with respect to the farm land.

When the land to be regarded as a farm, for the purposes of the 1939 wheat price adjustment payment program and the 1939 agricultural conservation program, has been determined, the producer's eligibility to receive the price adjustment payment with respect to wheat will be determined on the basis of the compliance with the 1939 wheat acreage allotment on such farm, regardless of the fact that on one or more other farms in which such persons may be interested the wheat acreage allotment may have been exceeded for 1939.

B. HOW TO FILL OUT FORM ACP-90 (The form must be filled out with typewriter or indelible pencil.)

1. State and county code and serial number.

The State and county code and serial number of the application must be entered on the space provided therefor. The application should be numbered serially beginning with number one.

2. Farm Number.

The work sheet number/s relating to the land with respect to which Form ACP-90 is filed must be entered in the space provided therefor.

3. Transmittal Number.

No entry shall be made in this space in the county office.

4. Section I Basic Data.

a. Line 1, Acreage Planted to Wheat.

Enter on this line the 1939 wheat acreage as finally determined for the farm in accordance with the latest instructions issued by the Western Division and the State Office. Any acreage of volunteer wheat which is on the farm at the time the final determination of 1939 winter wheat acreage is made should be included in this item, provided that:

- (1). If the acreage of volunteer wheat plus the acreage of seeded wheat, determined at such time, exceeds the 1939 wheat acreage allotment the producer must be given an opportunity to dispose of excess volunteer wheat by May 1, (April 15 in New Mexico) 1939.
- (2). If the acreage of seeded wheat, plus the acreage of volunteer wheat on the farm at the time the final determination of 1939 winter wheat acreage is made, is less than 80% of the wheat acreage allotment; any acreage of volunteer wheat which was winter killed or was otherwise destroyed prior to such time should be included in this item in an amount which together with the acreage of seeded wheat does not exceed the 1939 wheat acreage allotment. For example: A farm has 100-acre wheat acreage allotment. The seeded wheat acreage on the farm, at the time the final determination of 1939 winter wheat acreage is made, is 60 acres. The volunteer wheat on the farm, at the time the final determination of winter wheat acreage is made, is 10 acres. However, in the fall of 1938 the Supervisor reported 50 acres of volunteer wheat (40 acres of which was winter killed or otherwise destroyed). The entry to be made on line 1, Section I, is 100 acres which includes 60 acres of seeded wheat, 10 acres of volunteer wheat remaining on the farm at the time of final determination, and 30 acres of volunteer wheat which winter killed or was otherwise destroyed.

Important: The acreage planted to wheat, as reported on line 1, Section I, will represent the final 1939 wheat acreage determined for the farm and this figure will likewise be reported on any 1939 application for payment filed for the farm under the agricultural conservation program. It is, therefore, very important that county committees determine, before certifying Form ACP-90, that no additional acreage can be seeded to wheat on the farm for harvest in 1939. In areas where spring wheat may be seeded this means that Forms ACP-90 can not be approved by the county committee until the close of the spring wheat seeding period.

b. Line 2, 1939 Wheat Acreage Allotment.

Enter on this line the 1939 wheat acreage allotment determined for the farm for the purposes of the 1939 agricultural conservation program, as approved by the State Committee on the county listing sheet.

NOTE: An application for wheat parity payment should not be approved if the acreage planted to wheat, as reported on line 1 exceeds the 1939 wheat acreage allotment, as reported on line 2 by more than 5/10 of an acre.

Enter on this line the normal yield determined for the farm for the purposes of the 1939 agricultural conservation program as approved by the State Committee on the county listing sheet.

d. Line 4.

No entry will be made on this line in the county office.

e. Line 5, Farm Payment.

No entry will be made on this line in the county office.

Section II Failure to Seed Wheat.

If no acreage was planted to wheat on the farm for harvest in 1939, an answer must be given to the question on line 1.

- a. If "Yes" is the answer given to the question on line 1, no further information need be given in Section II.
- b. If "No" is the answer to the question on line 1, an answer must be given to the question on line 2.
- c. If "Yes" is the answer to the question on line 2, the application may be accepted and approved, if otherwise regular.
- d. If "No" is the answer to both questions 1 and 2, the application should not be accepted because no payment may be made in such cases.

The county committee should verify the answer to question 1 or the answer to question 2 by referring to the 1938 Report of Performance for the farm, or the Report of 1939 Seeded Acreage, Form WR-302.

6. Section III Representations and Application for Payment.

a. Representations and Application for Payment.

The county committee must determine that the representations and certifications made by the applicants in this section are true, correct, and complete to the best of the committee's knowledge, information, and belief. In determining that each applicant has an interest as landlord, tenant, or sharecropper in the farm, the county committee will be governed by the respective definitions of these terms, as set forth in ACP-1939. In determining the correctness of the respective shares of the applicants the county committee will be governed by the regulations set forth in P-1, "Regulations Pertaining to the 1939 Price Adjustment Payment Program..." In accordance with such regulations the county committee must determine, at the time the application for wheat parity payment is approved by the committee, that the parties named thereon are the persons who, to the best of the committee's knowledge, information, and belief, will be entitled, at the time of harvest, to share in the proceeds of any wheat crop produced on the farm in 1939. In cases involving change of legal status the county committee may take into consideration the reasons for such change in making its determination as to the persons who would be entitled to share in the proceeds of the wheat crop at the time of harvest. With reference to abandonment the county committee may consider the fact that except for such abandonment the person who seeded the 1939 wheat crop in compliance with the 1939 wheat acreage allotment would have been entitled, at the time of harvest, to share in the proceeds of the crop if wheat was harvested on the farm in 1939.

(1). Names, Addresses, and Signatures of Producers.

The name, address, and signature of each producer (landlord, tenant, or sharecropper) whom the county committee lists as entitled to receive a share of the wheat parity payment should be reported in the spaces provided therefor. The name and address of each producer should be typed or printed. The signature of each producer must conform to the requirements outlined in ACP-16, "Instructions on Signatures and Authorizations". If for any reason the signature of the producer who is entitled to receive a share of the wheat parity payment can not be obtained, the application should be otherwise completed and forwarded to the State Office. Any producer who does not sign the original application may file a supplemental application at a later date in accordance with the procedure for filing supplemental applications. In such

cases the county committee will receive from the State Office a copy of a form prepared in connection with the 1939 Price Adjustment Program under the "Notice of Payment Withheld". On this notice the name, address and amount of payment computed for the producer whose name has been reported on ACP-90, but who did not sign the original application, will be reported.

In the event that any producer entitled to receive a share of the wheat parity payment is deceased, or has been adjudged incompetent, the application may be signed on behalf of such producer by the proper person designated in P-1, Section 9, paragraph (a) or (c).

(2). Share.

The share of each producer in the wheat parity payment which will be made with respect to the farm must be reported in the column provided therefor. On farms which are owned by one person and operated by one person each share should be reported as a percentage and expressed in the nearest tenth percent. On farms where two or more separately owned tracts have been combined under Form ACP-68 Revised, each producer's share must be reported in terms of acres expressed in the nearest tenth of an acre; and each landlord's acreage share of any wheat crop grown on the farm must be determined in accordance with the provisions of WRC-39-6.

The sum of the acreage shares reported in this column must equal the acreage planted to wheat as entered on line 1, in Section I, except that if there is no acreage planted to wheat on the farm for harvest in 1939 the sum of such acreage shares must equal the wheat acreage allotment established for the farm. The acreage shares of each producer as reported in this column are the same acreage shares which will be used in determining the division of any payment computed with respect to wheat on such farm under the 1939 agricultural conservation program.

(3). Amount.

No entry will be made in this column in the county office.

7. Section IV Certification of County Committee.

The county committee must determine that the items certified for the county committee are in fact true and correct. A member of the county committee who is authorized to approve the form on behalf of the county committee shall affix his signature and the date thereof in the space provided.

THE
JOURNAL
OF
THE
ROYAL
ANTHROPOLOGICAL
INSTITUTE

VOL. 10
PART 1
1900

CONTENTS
PAGES
The Evolution of Man, by H. H. S. P. 1
The Evolution of the Human Brain, by H. H. S. P. 1
The Evolution of the Human Voice, by H. H. S. P. 1
The Evolution of the Human Hand, by H. H. S. P. 1
The Evolution of the Human Face, by H. H. S. P. 1
The Evolution of the Human Skull, by H. H. S. P. 1
The Evolution of the Human Spine, by H. H. S. P. 1
The Evolution of the Human Limbs, by H. H. S. P. 1
The Evolution of the Human Organs, by H. H. S. P. 1
The Evolution of the Human Senses, by H. H. S. P. 1
The Evolution of the Human Mind, by H. H. S. P. 1

THE
JOURNAL
OF
THE
ROYAL
ANTHROPOLOGICAL
INSTITUTE

VOL. 10
PART 1
1900

CONTENTS
PAGES
The Evolution of Man, by H. H. S. P. 1
The Evolution of the Human Brain, by H. H. S. P. 1
The Evolution of the Human Voice, by H. H. S. P. 1
The Evolution of the Human Hand, by H. H. S. P. 1
The Evolution of the Human Face, by H. H. S. P. 1
The Evolution of the Human Skull, by H. H. S. P. 1
The Evolution of the Human Spine, by H. H. S. P. 1
The Evolution of the Human Limbs, by H. H. S. P. 1
The Evolution of the Human Organs, by H. H. S. P. 1
The Evolution of the Human Senses, by H. H. S. P. 1
The Evolution of the Human Mind, by H. H. S. P. 1

- a. When the county committee finds that in 1939 any change of the arrangements which existed on the farm in 1938 has been made between the landlord and the tenants or sharecroppers and the result of such change is an increase in the amount of payment to the landlord, the committee shall determine whether the change is justified. If not, a certification to that effect shall be entered in Section IV.

8. Corrections made on Form ACP-90.

If it is necessary to correct a figure on ACP-90 before the form is submitted to the State office, draw a line through the incorrect figure and enter the correction above or to the side of the incorrect figure. The correction must be initialed by the county committeeman who signs the form.

Corrections on an ACP-90, which has been returned from the State office, shall be made in the same manner; however, if the county committeeman who signed the certificate in Section IV is not available, another county committeeman shall initial the corrections and sign the form immediately below the signature of the other committeeman in Section IV.

9. Distribution of Form ACP-90.

The original and first carbon copy of the Form must be transmitted to the State office. The second carbon copy of the Form must be filed in the county office. The third carbon copy of the Form should be forwarded to the operator of the farm whose name appears in Section III. Pending receipt of a transmittal form on which approved Forms ACP-90 should be listed, the county office may adapt and use for this purpose the transmittal sheet provided for submitting 1938 ACP forms to the State office.

The first of these is the fact that the
the second is the fact that the
the third is the fact that the

The fourth is the fact that the
the fifth is the fact that the
the sixth is the fact that the

The seventh is the fact that the
the eighth is the fact that the
the ninth is the fact that the

The tenth is the fact that the
the eleventh is the fact that the
the twelfth is the fact that the

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

County Office Procedure
Preparation of the
1939 TRANSMITTAL SHEET, FORM WR-322

I. Use of WR-322

Forms prepared in connection with any of the programs for the 1939 crop year shall be transmitted to the State office on WR-322.

A separate set of Forms WR-322 should be used for each type of application or other form. The various types of forms are as follows:

WR-310A	WR-312, and WR-312A or WR-312B
WR-310B	WR-319 and WR-319 Supplemental
WR-311A	SB-310 and SB-310 Supplemental
WR-311B	

Form WR-322 will be prepared in quadruplicate. The original shall be ~~forwarded~~ to the State office by letter mail, two copies shall accompany the forms being transmitted to the State office by parcel post or express, and one copy shall be kept on file in the county. One of the copies forwarded to the State office will be returned to the county as a receipt.

II. Preparation and distribution of WR-322 as a transmittal sheet for WR-310A or WR-310B

- A. Enter the information required in the upper right-hand corner.
- B. No entries need be made in column A.
- C. In the heading of Column B enter "310A" or "310B", whichever is applicable. List in column B the computation sheet numbers of all of the forms WR-310A or WR-310B being transmitted.
- D. No entries need be made in column C. An entry will be made in column D only in the event that a related form (WR-302, etc.) is being transmitted.
- E. The original and two copies of WR-322 will be forwarded to the State office in the manner prescribed in section I above. The State office will compute the payments on the computation sheets, and will transmit all approved forms WR-310A or WR-310B to the Preaudit Office on a transmittal sheet (WR-322) prepared in the State office.

1. Any forms WR-310A or WR-310B suspended by the State office and returned to the county for correction will be resubmitted in accordance with Section V, paragraph A of this procedure.
2. Any forms WR-310A or WR-310B disapproved by the Preaudit office and returned by the State office to the county for correction will be resubmitted to the State office on WR-322. The notation "GAO" must be entered in a conspicuous place in column A of the WR-322. Computation sheets which were disapproved by the Preaudit office will not be resubmitted on the same WR-322 on which other computation sheets are listed.

III. Preparation of WR-322 as a transmittal sheet for applications for payment

- A. Enter the information required in the upper right-hand corner.
- B. In column A enter the name of the applicant. If the application is signed by more than one person, each such person's name shall be entered in column A.
- C. Enter the appropriate form number in the heading of column B and/or column C.
 1. Where application for payment is being made on WR-311A, WR-311B or WR-319 enter either "311A", "311B" or "319" in the heading of column B.
 2. Where a multiple-farm application is being transmitted enter "312" in the heading of column B and enter either "WR-312A" or "WR-312B" in the heading of column C.
 3. Where a price adjustment, a sugar beet, or other application is being transmitted, enter "ACP-96", "ACP-97", "ACP-98", "SB-310", etc., in the heading of column C.
- D. On the same line with the appropriate name in column A, enter in column B or C the serial number of the application being transmitted. If more than one person signed an application, the serial number need be listed only once.
 1. Where a multiple-farm application is being transmitted, enter the WR-312 serial number in column B and enter in column C the number of Forms WR-312A or WR-312B which are incorporated into the application.
- E. In column D enter the form number of any related form which is being transmitted with the application for payment.

IV. Supplemental applications

Supplemental applications shall be listed on WR-322 in accordance with the procedure in section III above. However, the word "Supplemental" shall be entered in a conspicuous place in the upper margin of the form.

V. Resubmittal of suspended forms

- A. Forms transmitted to the State office on WR-322 and suspended by that office, shall, after the proper corrections have been made and initialed in the county, be resubmitted to the State office on Form/s WR-322. Where original applications or computation sheets are transmitted on the same WR-322, such resubmitted applications must be listed at the bottom of the transmittal sheet, and the notation "Resubmitted Items" must precede such listing.
- B. Forms transmitted to the State office on WR-322 and suspended by the General Accounting Preaudit office, shall, after the proper corrections have been made and initialed in the county, be returned to the State office by letter mail. Such forms should ~~not be listed~~ on a transmittal sheet. NOTE. -- The procedure in this paragraph is not to be followed in resubmitting Forms WR-310A and WR-310B which have been disapproved by the Preaudit Office. Such forms will be resubmitted in the manner set forth in Section II, paragraph E. 2.

J. E. Dodd

Director, Western Division.

Issued June 27, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

OFFICE PROCEDURE

PART XIII

Procedure for the Preparation of
FORM WR-318, SUPERVISORS' REPORT OF PERFORMANCE
RANGE LAND

Section I. Instructions for Filling Out Form WR-318.

Form WR-318, "Supervisors' Report of Performance", has been prepared for use as a field sheet by the range supervisor to record the 1939 operations carried out on the ranching unit under the 1939 Range Conservation Program. The range supervisor will visit each ranching unit for which the county office prepares a Form WR-318 as outlined in Section I, paragraph A below. At the time he visits the ranching unit, the range supervisor shall inspect, make the necessary measurements of the approved range-building practices carried out on the ranching unit under the 1939 Range Conservation Program, and record the data with respect to such practices on Form WR-318 as outlined in Section I, paragraph C below. Form WR-318, when completed and returned properly signed by the range supervisor will be retained in the county office unless a request is made to send the original WR-318 to the State office, in which event a duplicate shall be prepared and retained in the county office. The information which the range supervisor records on Form WR-318 will be checked by personnel in the county office. The District Supervisor shall then verify and initial certain entries on WR-318 as indicated in Section IV below before the applicable data thereon with respect to each practice carried out on the ranching unit in the manner prescribed in WR-1939 for the State, as amended, is transferred to the application for payment (WR-319).

A. Entries to be made on WR-318 in the county office before the form is given to the supervisor.

A Form WR-318 shall be prepared in the county office for each ranching unit with respect to which the county committee has approved one or more practices on Form WR-316. The following data shall be entered thereon:

1. State and county code and ranch serial number. This number must agree with that entered on Form WR-316 for the ranching unit.
2. The name/s and address/es of the 1939 ranch operator/s.

3. If, when practice (a) has been approved on Form WR-316 for the ranching unit, the county committee's records show the number of days the deferred area was grazed during the deferred grazing period in previous years, with inclusive dates, such information should be entered in the three blank spaces provided in the first question in item 2, column A of WR-318. The inclusive dates of the period established for deferred grazing on the ranching unit in 1939 should be entered in the blank spaces provided in the second question. The total number of units of supplementary practices required by the county committee to be performed as additional conditions of payment in connection with practice (a), the performance of which has been approved by the county committee on 316X _____ for the ranching unit, should be entered in the _____ State blank space in item 2, column A following "number of units required".
4. If, in connection with practice (f)-(1), the county committee approved the repair or enlargement of an old dam, the number of cubic yards of old dirt in place, as shown by the county committee's record, must be entered following "Deduction" in item 7, column A, or if the plans for the proposed dam indicate that a hump, boulder, bulge, ridge, or bump, etc., was in the proposed dam site a figure representing the space occupied by such object which would be concealed when the dam is constructed must be entered in the space provided in item 7, column A, after "Deduction".
5. In connection with practice (g)--Earthen tanks or reservoirs--
 - a. If the specifications for the construction of a dam over 12 feet in height^{1/} were approved by the State committee prior to institution of the practice, enter "yes" in the space provided for such information in item 9, column A of WR-318. In the event that the specifications for the construction of a dam over 12 feet in height^{1/} were not approved by the State committee, enter "no" in such space.
 - b. If the county committee, with the prior approval of the State committee, approved the repair or enlargement of a dam not constructed under previous range programs or the enlargement of an earthen tank or reservoir constructed in connection with a previous range program which, due to the operator's limited range building allowance for the construction of a dam, does not provide adequate stock water, the number of cubic yards of old dirt in place as shown by the county committee's records must be entered in the space provided in item 9, column A, after "Deduction". A figure representing the space occupied by protruding objects, such as humps, ridges and bumps, which would be concealed when the dam is completed should be entered in this same space.

^{1/} In Wyoming for the words "a dam over 12 feet in height" substitute the words "a dam to store water more than 12 feet in depth".

6. If practice (h) was approved on WR-316 for the ranching unit, enter "yes" or "no", whichever is applicable, on the line following the question, "Was the site and design for the construction approved by the State committee prior to institution?" in item 10, column A.
7. If in connection with practice (i)-(1) or (i)-(2) the county committee approved the deepening of an existing well, enter in the space provided in column A, item 11, the depth of the well before deepening. This information will be taken from the county committee's records.
8. If practice (m)-(1), (2), or (3) was approved on WR-316 for the ranching unit enter "light", "medium", or "heavy", whichever is applicable, in the blank space after the question in item 13, column A, "Infestation reported by range examiner previous to performance".

B. Materials to be supplied ranch supervisor.

Before the ranch supervisor leaves the county office he must be supplied with the following material:

1. A copy of the 1939 State Handbook and all supplements thereto.
2. Forms WR-315 and WR-316 for each ranching unit to be inspected.
3. Form WR-318, prepared in accordance with the instructions outlined in paragraph A above, for each ranching unit to be inspected, and a supply of Forms WR-318 Supplement 1, together with additional blank Forms WR-318 (or preferably, the applicable portions thereof) for those ranching units with respect to which the committee approved the development of two or more spreader dams, earthen tanks or reservoirs, concrete or rubble masonry dams, wells, or natural watering places, and to record the data with respect to those practices or portions of practices performed on locations not approved on WR-316.
4. A copy of these instructions and any supplements which may hereafter be issued.
5. A copy of WRC-39-5.
6. A copy of the specifications issued by the State and county committee in connection with any practice to be performed on the ranching unit.
7. The plans of any dam constructed in connection with practices (f)-(1), (g) and (h).

C. Data to be entered on WR-318 by ranch supervisor.

The supervisor will visit each ranching unit for which he has received a WR-315, WR-316 and WR-318 and will inspect the practices approved for such ranching unit. The ranch supervisor will determine whether or not one or more of the practices approved on WR-316 has been carried out on the ranching unit, and if so he will report the necessary data on WR-318. For each practice performed the supervisor must answer all of the questions in column A of WR-318, including any unanswered questions which should have been answered with information requested by the county committee but which was not made available. Most of these questions and statements are self-explanatory; however, more detailed instructions regarding the method of reporting certain data with respect to the practices performed are outlined below:

1. State or Federal Aid.

A space is provided in column A of WR-318 for recording the amount of State or Federal aid furnished in connection with the performance of each practice. The supervisor shall report the amount of labor, seed, or other materials used in carrying out each approved range-building practice that was furnished by any State or Federal agency. If no State or Federal aid was furnished, enter "none" on the line provided in column A for such information. If a portion of the total cost of carrying out a practice was furnished by a State or Federal agency, the supervisor must obtain sufficient information to determine the portion furnished. Where the materials furnished by a State or Federal agency represent less than one-half of the total cost of carrying out a practice, enter "-1/2" on the line provided. Where a State or Federal agency furnished materials representing one-half or more of the total cost of the practice, enter "1/2" or "1/2 plus", whichever is applicable, on the line provided. Whenever two or more projects in connection with a practice have been approved on WR-316 and developed, a portion of the materials used in the development of one of such projects was furnished by a State or Federal agency, but none of the materials used in the development of the remaining project/s were furnished by a State or Federal agency, enter "-1/2" if the materials furnished by a State or Federal agency with respect to the one project represent less than one-half of the total cost of all projects. If, in connection with the performance of practice (a), any State or Federal aid was furnished, it should be indicated whether the amount of State or Federal aid furnished was in connection with the performance of the approved practice, the required supplemental practices, or both.

2. Location.

When approving practices on WR-316 the county committee entered in column B of Table 1 the location on which such practices were to be performed. It is important that the supervisor determine and report whether or not each practice was actually developed on the

approved location by indicating on the line following the word "location" under items 2 to 14 inclusive in column A of WR-318 the location on which each practice carried out was actually performed. If a practice has been developed on the location approved for such practice on WR-316, the notation "Same as location on line _____, column B of WR-316" should be entered. If, however, the area on which a practice is carried out includes a part of the area described for such practice on WR-316 and additional land, the supervisor will enter on the line provided for the location on WR-318 the notation "Location described on line _____, column B of WR-316, and additional land described as follows:". Such notation shall be followed by a description of such land on which the practice was performed on location not approved on WR-316. In the event that a practice is developed on an area entirely outside of the area approved for such practice on WR-316, the supervisor will enter on the line provided for the location on WR-318 the notation "none on location described on line _____, column B of WR-316". Such notation shall be followed by a description of the land on which the practice was performed. All information with respect to practices performed completely on location approved on WR-316 should be entered on the original WR-318, whereas data and measurements with respect to practices, or practices a portion of which were performed on location not approved on WR-316 should not be entered on the original WR-318, but should be recorded on WR-318, Supplement 1 or on the applicable portion of a separate WR-318.

3. Other data in column A.

In addition to answering all questions in column A for each approved practice performed on the ranching unit, the supervisor shall actually make the necessary measurements of the performance of all practices carried out on the ranching unit, and record such measurements with respect to practices (d), (f)-(1), (g), (h), and (j)-(1) or (j)-(2) in the respective tables provided in column A.

a. Item 5, practice (d).

Make and record in the space provided as many measurements as are necessary to present a true picture of the work done. The cross section (sq. in.) is determined in either of two ways; (1), by multiplying the average depth by the average width, or (2), by multiplying the total width from crest of ridge to where a level line strikes the ground surface by the depth at deepest point and dividing the product by 2. The entry in the "Total" column shall represent the sum of all measurements entered on the same line in the columns numbered 1 to 10 inclusive. The entry in the "Average" column shall be the result obtained by dividing the entry in the "Total" column by the number of measurements made. Where the corrugation method of contouring has been used, the aggregate cross-section of all furrows in the 25-foot strip shall be entered on line "cross-section sq. in.". On this type of development dams or furrow breaks are not necessary.

b. Item 7, practice (f)-(1).

In the event the plans for the construction of a dam approved by the county committee are available with the dimensions of the dam indicated thereon, the range supervisor should take such plans with him at the time he checks the construction. The measurements with respect to each station shall be entered under the appropriate headings in the table provided. (Entries on the first line will usually be zero). The vertical and horizontal distances upstream and downstream and the top width are determined by actual measurements. However, the base width represents the sum of the horizontal distance upstream, the horizontal distance downstream, and the top width. To determine the area of any section (1), add the top width to the base width and divide the result by 2; (2), add the height at shoulder upstream to the height at shoulder downstream and divide the result by 2, (3), multiply the result obtained under (1) by the result obtained under (2) above, the result thus obtained will be the area of the section. The area of average section is the result obtained by adding the two entries on the first and second lines (second and third, third and fourth, and so on) in the "Area of Section" column and dividing the total by 2. No entry will be made on the first line in the "Area of Average Section" column. The supervisor will measure the distance between consecutive stations and record such distance in the "Length" column. The number of cubic feet to be entered on each line is obtained by multiplying the area of average section by the length. The number of cubic yards is obtained by dividing the number of cubic feet by 27. If an old dam was enlarged or repaired, or if on the site approved for the construction of a dam there was a hump, ridge, bump, etc., which would be concealed by the completed dam, there should have been entered in the county office on the line "Deduction" the number of cubic yards in the dam prior to the time the enlargement or repairs were begun, or the cubic yards occupied by hidden humps, bulges, ridges, or bumps. Where an entry appears on this line, the figure to be entered in column D must represent the result obtained by subtracting the number of cubic yards entered on the line "Deduction" from the "Total cubic yards".

- (1). If small diversion dams or dikes were constructed at either or both ends of the larger dam, a sufficient number of measurements of the dike/s less than 4 feet in height should be made and recorded in the table provided under the subheading "Dikes" in item 7, column A of WR-318 to present a true picture of the work done. (Measurements with respect to dikes over 4 feet in height should be made and recorded in a table similar to the larger table in column A, item 7 and the volume of material in the construction should be determined in accordance with the instructions in paragraph b above). In connection with dikes less than 4 feet in height, the entry

in the "Total" column shall represent the sum of all measurements entered on the same line in the columns numbered 1 to 10 inclusive. The entry in the "Average" column, except with respect to length, shall be the result obtained by dividing the entry in the "Total" column by the number of measurements made. To determine the volume of material in a dike after the average crown width, the average base width, and the average height have been reduced to feet (1) add the average crown width and the average base width, (2) divide the result obtained in (1) by 2, (3) multiply the result obtained in (2) by the average height, and (4) multiply the result obtained in (3) by the total length of the dike. The number of cubic yards is obtained by dividing the number of cubic feet by 27. The figure to be entered on the dotted line in column D, item 7 should also include the cubic yardage of the dikes constructed according to specifications.

c. Item 9, practice (g).

Measurements with respect to earthen tanks or reservoirs will be made and recorded in the table provided in the manner prescribed in paragraph b above. If a spillway is protected by a series of check dams, enter a statement to that effect on the line following the notation "Spillway lined with (wood, stone, sod, etc.)". Where check dams are used to protect the spillway the supervisor shall determine whether or not such check dams were built on soil types and according to specifications issued by the State committee; if they were, enter a notation to that effect in item 9, column A, but if they were not, enter a statement showing in what respect/s the check dams do not conform with the specifications. Where a pit was constructed all of the questions in item 9, column A should be answered, except "Depth of dam _____ feet", "Was the construction of a dam 12 or more feet high 1/ approved by the State committee prior to development", "Height of fill _____ feet", "Freeboard _____ feet", and "Average cross-section _____ square feet of spillway". The headings in the table in section 9, column A should be deleted, except the headings "Station", "Volume, cubic feet, cubic yards", and the heading "Area 2/ or more feet deep" should be placed above the first line over the second, third and fourth columns in the table. Below the first line of the table, under head-

-
- 1/ In Wyoming for the words "a dam 12 or more feet high" substitute the words "a dam to store water more than 12 feet in depth".
- 2/ Either 5 or 7, whichever is applicable for the State and the type of material excavated, should be entered in the blank space.

ing "Area 1/ or more feet deep", enter the subheading "Depth" in the second column, the subheading "Length" in the third column and the subheading "Width" in the fourth column. Above the first line immediately over the fifth and sixth columns of the table insert the heading "Outside Dimensions of Pit". Below the first line of the table under heading "Outside Dimensions of Pit" enter in the fifth and sixth columns the subheadings "Length" and "Width" respectively. Above the first line the headings "Mean Length" and "Mean Width" should be entered in the remaining spaces ahead of the column headed "Volume, cubic feet and cubic yards". The headings and subheadings in the revised table would appear as follows:

1/

Area <u>1/</u> or more feet deep:			Outside Dimen. of Pit			
Depth	Length	Width	Length	Width	Mean Length	Mean Width

All measurements with respect to the depth of a pit should be made from the ground level. A sufficient number of measurements or soundings should be taken and recorded in the column under the subheading "Depth" to ascertain the average depth of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable. The average depth is determined by adding the entries in the depth column and dividing such sum by the number of entries made. From the measurements or soundings taken it should have been determined where the toe of the slopes reaches a point or the bottom of the pit which is 5 or more feet deep, or 7 or more feet deep, whichever is applicable. Measurements with respect to that portion of the pit 5 or more feet deep, or 7 or more feet deep, which is applicable, should be entered under the subheadings "Length" and "Width", third and fourth columns respectively. The averages of such dimensions are determined by adding the entries in each column and dividing the sum of each column by the number of measurements recorded in each respective column. To obtain the mean length, if the slopes are not steeper than 2 to 1, multiply the average depth of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, by four; divide the product by 2 and add to that figure the length of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable. The mean width, if the slopes are not steeper than 2 to 1, is determined in the same manner; multiply the average depth of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, by 4; divide the product by 2 and add to that number the width of

1/ Either 5 or 7, whichever is applicable for the State and the type of material excavated, should be entered in the blank space.

that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable. The volume of cubic feet of excavation in the pit is determined by multiplying the average depth of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, by the mean length by the mean width, thusly:

Average depth X mean length X mean width = volume. To reduce cubic feet to cubic yards, divide by 27. The figure thus obtained should be entered in column D.

d. Item 10, practice (h).

Enter in the blank spaces provided for headings in the table in item 10, column A the appropriate headings necessary to accurately report the dimensions of the concrete or rubble masonry dams constructed, and record under such headings a sufficient number of measurements to present a true picture of the development. The method of determining the Volume of material in the completed dam as outlined in paragraph b above should be followed except make no deduction for old materials.

e. Item 12, practices (j)-(1) and (j)-(2).

Regardless of whether a natural watering place was developed in soil or gravel, or in rock, all of the questions in item 12 must be answered for whichever practice was developed. To accurately answer the question in item 12, column A, "Storage capacity provided ____ cubic feet" include the storage at source, as well as the capacity of a constructed tank or trough. The latter type of storage may have been provided by a concrete or rubble masonry dam, in natural stone or a depression in bed-rock. Make and record a sufficient number of measurements in the table in item 12 to obtain a true picture of the construction at the source. The entry on each line in the "total" column must represent the sum of all entries on the same line in the columns numbered 1 to 10, inclusive. The entry on each line in the "Average" column shall be the result obtained by dividing the entry on the same line in the "Total" column by the number of measurements made. The number of cubic feet of excavation to be entered for practice (j)-(1) or (j)-(2), whichever is applicable, in column D shall equal the average depth multiplied by the average width multiplied by the average length.

4. Method of reporting the performance of a practice which includes two or more projects.

When the construction of two or more spreader dams, earthen tanks or reservoirs, concrete or rubble-masonry dams, wells, or natural watering places have been approved on WR-316 by the county committee and have been developed on a single ranching unit, it will be

necessary for the range supervisor to make a separate record of the measurements and data regarding each dam, earthen tank, well or natural watering place constructed. For example, if the county committee approved the construction of two concrete dams and the operator developed both dams, the supervisor must measure each and record his measurements separately. For this reason the county office will provide the supervisor with a supply of Forms WR-318, Supplement 1, or the applicable portions of Forms WR-318, in sufficient quantity to enable the supervisor to record on a separate sheet the necessary data with respect to each project developed for those practices which include two or more projects approved on WR-316. Data regarding one of the projects will be entered on the same WR-318 on which the remaining range-building practices are reported. However, where two or more projects are developed in connection with one practice, entries with respect to the individual projects will be made beneath the dotted line provided in columns B, C, and D whether such entries are made on the original WR-318, WR-318 Supplement 1, or on a separate sheet. Thereafter the supervisor shall enter, on the dotted line provided in columns B, C, and D of the original WR-318 the sum of the entries in the corresponding columns on the individual reports, including the data for the project recorded on the original WR-318.

5. Method of reporting in columns B, C, and D the performance of practices.

When the range supervisor visits the ranching unit he will proceed to check and record in column A as outlined above, the data with respect to each range-building practice carried out on the ranching unit. The total number of acres, linear feet, or projects, whichever is applicable, of the practices carried out on the ranching unit must be recorded by the range supervisor in either column B or column C, whereas the total number of units 1/ of approved practices or portions of approved practices carried out on locations approved on WR-316 must be recorded in column D. Entries in columns B, C, and D shall represent the amounts indicated in the table below:

1/ Units will be acres, linear feet, cubic feet, cubic yards, or pounds, depending on the range-building practice in question.

Item	Enter in column B the --	Enter in column C the --	Enter in column D the --
2	Total number of deferred acres <u>not</u> on location approved on WR-316.	Total number of deferred acres on location approved on WR-316.	Total number of acres in deferred area on location approved on WR-316.
3	Total number of acres reseeded: <u>not</u> on location approved on WR-316.	Total number of acres reseeded on location approved on WR-316.	Total number of pounds of seed planted on the acres reseeded on location approved on WR-316.
4	Total number of acres sodded <u>not</u> on location approved on WR-316.	Total number of acres sodded on location approved on WR-316.	Total number of acres sodded on location approved on WR-316.
5	Total number of acres of listing or furrowing <u>not</u> on location approved on WR-316.	Total number of acres of listing or furrowing on location approved on WR-316.	Total number of acres of listing or furrowing on location approved on WR-316.
6	Total number of acres of subsoiling <u>not</u> on location approved on WR-316.	Total number of acres of subsoiling on location approved on WR-316.	Total number of acres of subsoiling on location approved on WR-316.
7.	Total number of spreader dams constructed <u>not</u> on location approved on WR-316.	Total number of spreader dams constructed on location approved on WR-316.	Total cubic yards of material moved in constructing all spreader dams and dikes on location approved on WR-316.
8	Total linear feet of all terraces constructed <u>not</u> on location approved on WR-316.	Total linear feet of all terraces constructed on location approved on WR-316.	Total linear feet of terraces constructed on location approved on WR-316.
9	Total number of all earthen tanks or reservoirs constructed <u>not</u> on location approved on WR-316.	Total number of all earthen tanks or reservoirs constructed on location approved on WR-316.	Total cubic yards of excavation made for all earthen tanks or reservoirs on location approved on WR-316.

Item	Enter in column B the --	Enter in column C the --	Enter in column D the --
10	Total number of concrete or rubble masonry dams constructed <u>not</u> on location approved on WR-316.	Total number of concrete or rubble masonry dams constructed on location approved on WR-316.	Total cubic yards of concrete or rubble masonry in all dams constructed on location approved on WR-316.
11	Total number of all wells including artesian wells constructed <u>not</u> on location approved on WR-316. (Entry to be made on the applicable line for practice (i)-(1) or (i)-(2)).	Total number of all wells including artesian wells constructed on location approved on WR-316. (Entry to be made on the applicable line for practice (i)-(1) or (i)-(2)).	Total linear feet of depth of all wells, including artesian wells constructed on location approved on WR-316; <u>except</u> that if any existing well was deepened, the number of linear feet of such well to be included in the entry in this column shall be equal to the difference between the depth before and after deepening. (Entry to be made on applicable line for practice (i)-(1) or (i)-(2)).
12	Total number of springs or seeps developed <u>not</u> on location approved on WR-316. (Entry to be made on the applicable line for practice (j)-(1) or (j)-(2)).	Total number of springs or seeps developed on location approved on WR-316. (Entry to be made on the applicable line for practice (j)-(1) or (j)-(2)).	Total cubic feet of excavation made for springs or seeps developed on location approved on WR-316. (Entry to be made on the applicable line for practice (j)-(1) or (j)-(2)).
13	Total number of acres of prickly pear or cactus destroyed <u>not</u> on location approved on WR-316.	Total number of acres of prickly pear or cactus destroyed on location approved on WR-316.	Total number of acres of prickly pear or cactus destroyed on location approved on WR-316.
14	Total linear feet of all fire-guards <u>not</u> on location approved on WR-316.	Total linear feet of all fire-guards on location approved on WR-316.	Total linear feet of fire-guards on location approved on WR-316.

6. Line 15. Animal Units of livestock on ranching unit in 1939.
12-month average

If it is possible to contact the operator, obtain information as to the number, kind, and ages of livestock grazed on the ranching unit, and the number of months each animal was grazed in 1939. Reduce the number of livestock to animal units (as defined in the State Handbook). Multiply the animal units by the total number of months during which all of the livestock were grazed and divide the result by 12. The figure thus obtained should be entered on line 15.

7. Line 16. What measures tending to promote range conservation, other than the approved and supplemental practices reported herein, have been put into effect during 1939.

The range supervisor should by contacting the ranch operator or by observation determine what measures tending to promote range conservation, i.e., change in seasonal use, adjusting of animal months or grazing use to the grazing capacity, rotational grazing, use of additional supplemental feed, etc., have been put into effect on the ranching unit during the year of 1939 and record such information in the blank lines after the question on line 16.

8. Remarks.

In the space provided for remarks the supervisor shall enter any additional information or comments which he deems pertinent. Data regarding the following items are particularly important:

- a. General condition of the ranching unit.

The supervisor shall observe carefully the condition of the grass stand, tree and forage growth, and any sign of active erosion on each ranching unit. If it is possible to form an opinion as to the general condition of the ranching unit while inspecting the practices carried out in 1939, no additional inspection is necessary. In the event, however, that the practices are not distributed over the entire range and the supervisor, while inspecting such practices, does not cover an area sufficient in size to enable him to determine the general condition of the ranching unit, he will visit as much of the remaining land as is necessary to enable him to make such determination. Whenever the supervisor finds the ranching unit in a depleted condition as compared with the average in the community, a detailed statement setting forth such findings shall be entered on the lines provided for "Remarks". This depleted condition may be caused by overgrazing, drouth, insect pests, wild life, range management practices, etc. If deferred grazing was approved for the ranching unit, the supervisor in connection with reporting the information requested in item 2,

Column A WR-318, will determine whether or not the remainder of the range land was damaged by overgrazing in 1939. If the supervisor thinks that the condition of the range outside of the deferred grazing area evidences overgrazing, he will report the facts in the space provided for "Remarks", and after the inspection is completed the WR-318 will be referred to the county committee, which will make a final determination with respect to the present condition of the ranching unit in the light of previous reports on WR-16, WR-116, WR-216, and other documents on which facts regarding former abuses have been recorded.

b. Practices (f)-(1) and (g).

If, due to the natural slope or other topographical features of the site on which a dam is constructed, the horizontal distance upstream is not at least three times the vertical distance upstream and/or the horizontal distance downstream is not at least two times the vertical distance downstream, an applicable statement should be entered in the space under "Remarks" regarding the actual declivity of the upstream slope from the shoulder of the dam and/or the actual declivity of the downstream slope from the shoulder of the dam.

c. Practices (i)-(1) and (i)-(2).

If a dry hole is found on the location on which a well was approved, information to this effect shall be entered in the space provided for "Remarks", and no measurements with respect to such well will be made. If a well was not amply protected, a statement to that effect shall also be entered. In California, data regarding a watering trough or storage tank constructed in connection with practices (i)-(1) and (i)-(2) shall be entered in the space provided for "Remarks".

d. Development of practices in accordance with specifications issued by the State committee.

Where the State committee has approved certain specifications to be followed in the development of a practice, the supervisor shall enter in the space provided for "Remarks" a statement showing whether or not the operator has actually carried out the practice in accordance with such specifications.

9. Certification by the supervisor.

After entering all of the above data with respect to those range-building practices performed on the ranching unit under the 1939 Range Conservation Program, the supervisor shall sign WR-318 in the space provided for supervisor's signature under Certification number one and enter in the space provided to the left of the

signature the date that the signature was affixed. Thus completed, the WR-318 should be returned to the county office.

Section II. Checking the Data on WR-318 in the County Office.

After the supervisor has made the inspection of the ranching unit and returned WR-318 and other documents to the county office, a complete check of the data reported thereon shall be made to determine which practices have been performed in an acceptable manner. In addition to the instructions contained herein, the clerks who make this examination must be thoroughly familiar with Part III of WR-1939 for the State, as amended, WRC-39-5, WR-316 for the ranching unit, and any specifications with respect to practices issued under the provisions of the State Handbook, as amended, by the State or county committee. The check shall consist of:

A. Identification.

Determine that the State and county code and ranch serial number on the WR-318 agree with the State and county code and ranch serial number on the respective WR-316.

B. Column A, Practices and Specifications.

The information in column A of WR-318 for each practice must be carefully examined and all of the data under each item applicable in the State shall be compared with the specifications for such practice in the State Handbook, as amended, and with any specifications which may have been issued by the State or county committees in accordance with the provisions of the State Handbook, as amended. Every applicable question in column A must have been answered and every applicable statement completed and measurement made with respect to each practice performed on the ranching unit. If the data, including all measurements, reported in column A agree with the requirements for the practice in the State Handbook, as amended, and with those established by the State and county committees, the practice shall be considered to have been performed in accordance with specifications. If any of the data reported in column A of WR-318 with respect to a practice does not agree with the specifications in the State Handbook, as amended, for the practice, enter the notation "No payment" across columns B, C, and D opposite the practice, and make no further check of the entries with respect to the practice. Most of the questions and statements in column A of WR-318 are self-explanatory, however, some of the items are explained in subparagraphs 1, 2, 3, 4, 5, 6, 7, and 8 below.

1. State or Federal Aid.

Where the entry in column A in answer to the question regarding the amount of the State or Federal aid furnished in connection

with a practice is "None" or " $-1/2$ " the practice is acceptable. If, however, the entry is " $1/2$ " or " $1/2$ plus", enter the notation "No payment" across columns B, C, and D opposite the practice number. No further check of the data regarding the practice need be made inasmuch as a payment will not be made for the practice because of the fact that materials representing one-half or more of the total cost were furnished by a State or Federal agency.

2. Performance of practices on location not approved on WR-316.

If, according to the notation in the blank space after "Location" a portion of an approved practice was performed not on the location approved on WR-316, or the notation indicates that the entire practice was performed outside of the location approved on WR-316 for the performance of the practice, the data and measurements with respect to such practice should have been entered on a separate WR-318, or the applicable portion thereof. All such cases will be referred to the county committee in order that the location where the portion of the approved practice, or the entire approved practice was carried out off of location may be approved or disapproved by the county committee.

3. Item 5, practice (d), Contour listing or furrowing.

The entry on each line of the "Total" column must represent the sum of the entries on the same line in columns 1 to 10 inclusive. The entry on each line in the "Average" column must be a figure representing the entry on the same line in the "Total" column divided by the number of measurements made. The entries in the "Average" column must be within the limits established in the State Handbook, as amended.

Where the corrugation method of contouring was used, the aggregate cross-section of all furrows in the 25-foot strips shall be entered in line "Cross-section, sq. in.". On this type of development dams or furrow breaks are not necessary.

4. Item 7, Practice (f)-(1).

The specifications in the State Handbook, as amended, provide that minimum slopes of spreader dams shall be 3 to 1 on the face and 2 to 1 on the rear. Therefore, the entry in the column headed "Horizontal distance Upstream" should be at least three times the entry on the same line in the column headed "Vertical distance Upstream" and the entry in the column headed "Horizontal distance Downstream" should be at least two times the entry on the same line in the column headed "Vertical distance Downstream"; however, where any of these individual measurements do not conform exactly with the minimum specifications the practice is acceptable if the supervisor has stated under the heading "Remarks" that such variation is due

to the natural slope or other topographical features of the site on which the dam was constructed, and has indicated that the declivity of the slopes of the dam from the shoulders of the dam are constructed with a 3 to 1 upstream and 2 to 1 downstream slope. The entry on each line in the "Top Width" column must be at least 6 feet, unless the formula "Width equals (height divided by 5) plus 5" is greater than 6 feet, in which event the entry in the "Top Width" column must not be less than the figure arrived at by applying the above formula. The "Height" used in this formula shall be the maximum upstream height (the largest figure) reported on any line in the "Vertical distance Upstream" column. Check all mathematical computations in the table for the purpose of determining that such computations have been made in accordance with the procedure outlined in Section I, paragraph C, subsection 3, b of this WRC-39-13. The entry in column D shall be equal to the result obtained by subtracting the number of cubic yards of old dirt in place from the sum of the total cubic yards entered in the spaces provided in column A for such entries with respect to spreader dams and dikes. Instead of determining the volume of material in a constructed dam as outlined above in this WRC-39-13, if the previously approved plans reflect the cubic yardage of material necessary to construct the dam according to specifications, enter such figure for the dam in the table in column A under the heading "Total cubic yards", provided the supervisor's figures recorded in the table indicate that the dam has been constructed according to specifications.

5. Item 9, Practice (g).

Check all entries in the table with respect to the practice for the purpose of determining that such entries have been made in accordance with the procedure outlined in Section I, paragraph C, subsection 3, b of this WRC-39-13. Inasmuch as the specifications in the State Handbook, as amended, provide that minimum slopes shall be 3 to 1 on the face and 2 to 1 on the rear, the entry in the column headed "Horizontal distance Upstream" should be not less than three times the entry on the same line in the column headed "Vertical distance Upstream" and the entry in the column headed "Horizontal distance Downstream" should be not less than two times the entry on the same line in the column headed "Vertical distance Downstream"; however, where any of these individual measurements do not conform exactly with the minimum specifications, the practice is acceptable if the supervisor has stated under the heading "Remarks" that such variation is due to the natural slope or other topographical features of the site on which the dam was constructed, and has indicated that the declivity of the slopes of the dam from the shoulders of the dam are constructed with a 3 to 1 upstream and 2 to 1 downstream slope.

The entry on each line in the "Top Width" column must be at least 6 feet, unless the formula "Width equals (height divided by 5) plus 5"

11. Greater than 5 feet, in which event the entry in the "Top Width" column must be the figure arrived at by applying the above formula. The "Height" used in this formula shall be the maximum upstream height (the largest figure) reported on any line in the "Vertical distance Upstream" column.

After the entries in the table in item 9 of WR-318 have been checked for minimum requirements as outlined in the two preceding paragraphs; check and where necessary correct the following entries to conform with the maximum requirements. If the supervisor's entry in the "Horizontal distance Upstream" column is greater than three times the entry in the "Vertical distance Upstream" column, no payment can be allowed for the excess. Therefore, draw a line through the supervisor's entry and enter a figure in the "Horizontal distance Upstream" column equal to the entry in the "Vertical distance Upstream" column multiplied by 3. Likewise, if the supervisor's entry recorded in the "Horizontal distance Downstream" column is greater than two times the entry in the "Vertical distance Downstream" column, no payment can be allowed for the excess. Therefore, draw a line through the supervisor's entry and enter a figure in the "Horizontal distance Downstream" column equal to the entry in the "Vertical distance Downstream" column multiplied by 2. The volume of material in the construction will be determined on the basis of the corrected figures. Check all entries in the table with respect to the practice for the purpose of determining that such entries conform to the requirements set forth in this subheading 5. The entry in column D shall be equal to the result obtained by subtracting the number of cubic yards of old dirt from the total cubic yards entered in the space provided in column A. Instead of determining the volume of material in a constructed dam as outlined above in this WRC-39-13, if the previously approved plans reflect the cubic yardage of material necessary to construct the dam according to specifications, enter such figure for the dam in the table in column A under the heading "Total cubic yards", provided the supervisor's figures recorded in the table indicate that the dam has been constructed according to specifications. Where a pit was excavated in connection with practice (g), the questions in column A, item 9 regarding the dimensions of the dam and spillway should not have been answered. However, the headings and subheadings of the table in column A should have been changed as described in Section I, paragraph C, subsection 3, c of this WRC-39-13 and data and dimensions regarding the pit recorded under the proper headings and subheadings as described in the same paragraph. Check all mathematical computations in the revised table and determine whether or not the pit has a minimum bottom area of 100 square feet ^{1/} 5 or more feet or 7 or more feet deep, whichever is applicable, and that the slopes are at least 2 to 1 on all sides. The entry in column D must equal the total cubic yards entered in the space provided in column A.

6. Item 10, Practice (h).

Determine whether or not the appropriate headings have been entered and a sufficient number of representative entries have been made under such headings in accordance with the instructions in Section I,

^{1/} In Colorado there must be a minimum bottom area of at least 200 square feet 5 or more feet deep.

paragraph C, subsection 3, d of this WRC-39-13 to present a true picture of the completed construction and that the minimum and maximum specifications with respect to concrete or rubble masonry dams have been observed. The entry in column D for practice (h) must equal the total cubic yards entered in the space provided in column A, as there will be no deduction for old material. Instead of determining the volume of material in a constructed dam as outlined above in this WRC-39-13, if the previously approved plans reflect the cubic yardage of material necessary to construct the dam according to specifications, enter such figure for the dam in the table in column A under the heading "Total cubic yards", provided the supervisor's figures recorded in the table indicate that the dam has been constructed according to specifications.

7. Item 11, Practices (i)-(1) and (i)-(2).

If an existing well was deepened, the number of units entered in column D must represent the difference between the depth of the well before and after deepening. In California, data regarding a tank or trough, as set forth in the space for "Remarks", must conform with the provisions of WR-1939-California, as amended.

8. Item 12, Practices (j)-(1) and (j)-(2).

Check the entries in the "Total" and "Average" columns of the table in column A and the entry in column D and determine that such entries are made according to the instructions in Section I, paragraph C, subsection 3, e of this WRC-39-13. If on WR-316 the county committee approved the development of a spring or seep in soil or gravel and it is shown on WR-318 that the spring or seep developed on the approved location was actually excavated in rock, or vice versa, the case will be referred to the county committee.

C. Columns B, C, and D.

For each practice reported in column A of WR-318 there must be an entry with respect to the same item in column B or C. If an entry appears for a practice in column C, an entry for the same item must appear in column D. Conversely, if an entry appears in column B and no entry appears in column C, there should be no units of performance reported in column D. Entries in columns C and D with respect to all practices except those marked "No payment" in accordance with the instructions in paragraph B above of this Section must conform with the requirements set forth in the following subparagraphs. Any errors in mathematical computation shall be corrected and, after the examination of WR-318 is completed, the form shall be forwarded to the county committee in order that a committeeman may initial the corrections. A Form WR-318 should not, however, be referred to the county committee for a decision regarding any item until all of the information thereon has been checked in order that all determinations which the county committee must make can be made at one time. If two or more spreader dams, earthen tanks or reservoirs, concrete or rubble masonry dams, wells or natural watering places have been developed on a single ranching unit, a separate report must have been made and attached

to the original WR-318 for each project performed. The entry on the dotted line in columns B, C and D of the WR-318 on which all other practices are reported shall represent the sum of the entries in columns B, C and D, respectively, of the individual reports with respect to those projects carried out in accordance with the specifications and shall conform with the following requirements.

1. Where an entry appears on the WR-318 in column D, for item 2, 4, 5, 6, 8, 13, or 14, such entry must be the same as the entry on the same line in column C.
2. If a figure appears in column B and an "0" or the word "none" appears in column C, there must not be any entry in column D to indicate that any units of the practice were performed on the approved location. In such event enter "No payment" across columns B, C, and D, with respect to the item involved.
3. If a figure appears in item 8, column D it should be 100 or more. In the event the entry in item 8, column D is less than 100, enter "No payment" across columns B, C, and D for the item.
4. If a figure appears in item 14, column D, it should be 100 or more. In the event the entry in item 14, column D, is less than 100, enter "No payment" across columns B, C, and D for the practice.

D. Animal units of livestock on the ranching unit in 1939, 12-month average.

In the blank space provided in item 15 should appear a figure representing animal units of livestock on ranching unit in 1939, 12-month average. If this entry has not been made by the supervisor, the county office must contact the operator and obtain this information. Such information obtained and entered on WR-318 by the county office shall be initialed by a member of the county committee.

E. Signature of the supervisor.

Determine that the supervisor has signed in the space provided under Certification one, and that the date the signature was affixed has been entered to the left of the signature.

Section III. Determination to be made by the County Committee.

If, after the examination of WR-318 in accordance with the procedure in Section II, paragraphs A to E above, the following or similar situations listed below under subheadings A to L are found to exist, Forms WR-318, WR-316 and any other documents pertaining to the case will be referred to the county committee for a decision regarding the acceptability of the practice. Inasmuch as the county committee is authorized to establish requirements with respect to certain practices, the committee is responsible for determining whether or not such requirements have been met when there is a definite commitment or any indication of doubt on the part of the supervisor who made the report on WR-318. In arriving at a decision the county committee will consider the past record of the ranching unit, all

statements by the supervisor or operator, and any other information which may be available. If necessary, the committee may require that another inspection of the items involved be made. When the committee has made a decision regarding the acceptability of a practice, the proper notations as outlined in the following subparagraphs must be entered on Form WR-318. A member of the county committee must initial each notation. The person examining WR-318 shall determine that where the following situations occur, the county committee has made and indicated its determinations in the manner outlined below. The case will be forwarded to the county committee if -

- A. Any mathematical computation has been corrected. The correction must be initialed by a county committeeman.
- B. A portion of an approved practice or an entire approved practice was performed on location not approved on WR-316. The county committee will consider the facts and explanation submitted to account for the performance of the practice on location not approved on WR-316. The county committee will decide whether or not the operator was justified in performing the portion of or the entire practice, as the case may be, on location not approved on WR-316 and that the practice where performed was needed on the ranch in order to promote conservation and good range management. If the county committee is unable to approve the location on which a portion or the entire practice was carried out on location beyond the location approved on WR-316 "No payment" should be entered for the item across columns B, C, and D on the WR-318, or the applicable portion of WR-318 on which the practice or portion of the practice is recorded. Thereafter the appropriate entry should be made in column B of WR-318. In the event the county committee approves the location on which a portion of or an entire practice which has been performed off of location is carried out, a memorandum or statement, dated and signed by a member of the county committee should be attached to the respective WR-316, setting forth the reason/s the county committee considered it consistent with the objectives of the program to subsequently approve the new location, and data and measurements with respect to such practice or portion of a practice performed not on location approved on WR-316 should be transferred to the original WR-318 and the applicable entries made in columns C and D of WR-318 for the performance of the practice.
- C. A statement to the effect that the ranching unit was overgrazed or is in a depleted condition appears in either item 2, column A of WR-318 or in the space provided for "Remarks". The county committee will consult their records showing the previous condition of the range and will take any other action necessary to determine whether or not payment shall be withheld because of the fact that the stand of grass has been decreased, or the forage, tree growth or watershed has been injured by overgrazing in 1939. If the committee decides that the condition of the range is not due to the abuse of the range in 1939, but was due to rodent infestation, insect pests, wild life or drouth, or that the range had been in a bad condition prior to 1939 and that some adjustment in utilization had been made in 1939, the notation "Condition of range ok" will be entered in the top margin of WR-318. If the county committee, under such circumstances, is unable to approve the condition of the ranching unit, no payment will be made for any of the practices carried out on such ranching unit.

- D. There is any indication that the additional practices required by the county committee in connection with deferred grazing have not been carried out or have been carried out but not in a workmanlike manner. The county committee will decide whether or not the practices have been carried out to the extent and in the manner intended by them when the practice was approved on WR-316. If it is decided that the number of units of supplemental practices required by the county committee in connection with deferred grazing have been properly carried out, an "ok" will be entered below the dotted line in the left-hand margin of item 2, WR-318. If it is decided that the supplemental practices have not been completely performed or properly carried out, no entry will be entered in the left-hand margin of item 2 below the dotted line.
- E. In connection with practice (b), the method of seeding was not approved by the county committee prior to institution of the practice. The county committee must decide whether or not the method used conformed with good ranching practices and produced satisfactory results. If the method used is acceptable, an "ok" will be entered in the left-hand column of item 3, WR-318, but if it is not, "No payment" will be entered across columns B, C, and D of item 3.
- F. In connection with practice (g), the county committee established a minimum spillway requirement greater than the minimum set forth in the State Handbook, as amended, and the actual measurements of the spillway do not fulfill such requirement; or if fencing of the dam or spillway was required by the county committee and it is indicated that an adequate fence was not constructed. The county committee will make whatever investigation is necessary for the purpose of determining whether or not the spillway constructed is adequate and whether or not the dam or spillway had sufficient protection. When a decision is made, either an "ok" will be entered in the left-hand margin of item 9, WR-318 or the notation "No payment" will be entered across columns B, C, and D of item 9.
- G. Practice (h) has been carried out forward the WR-318 to the county committee for a determination as to whether or not the amount of cement used was sufficient. If it is, the committee will enter an "ok" in the left-hand column of item 10, WR-318, but if it is not, "No payment" will be entered across columns B, C, and D of item 10.
- H. The development of a well with a casing at least 4 inches in diameter was approved on WR-316, but the well actually developed on the approved location has a casing at least 2 inches but less than 4 inches in diameter. The county committee must determine whether or not the well actually developed will supply ample water for the number of livestock using the adjoining range during the grazing period. If it is determined that the smaller well is adequate the committee will approve the well as practice (i)-(2). In such event payment cannot be made at the rate specified for practice (i)-(1). A line will be drawn through (i)-(1) in column A, item 11 on WR-318, and "(i)-(2)" will be entered. In the left-hand ~~margin~~ of item 11 the committee will enter "ok as (i)-(2)". However, if it is determined that the well actually developed should not be approved for payment, the committee will enter "No payment" across columns B, C, and D of item 11.

- I. The development of a well with a casing at least 2 inches but less than 4 inches in diameter was approved on WR-316, but the well actually developed on the approved location has a casing 4 or more inches in diameter. The county committee will decide whether or not payment at the higher rate should be approved. In most instances payment at the higher rate will not be approved inasmuch as the county committee determined at the time the practice was approved on WR-316 that a well with a casing less than 4 inches would supply sufficient water. However, if new facts presented to the county committee show that it was necessary to construct the well with a casing 4 inches or more in diameter in order to effect the purposes of the program, payment at the higher rate may be approved. If the practice is to be approved as (i)-(1), a line will be drawn through (i)-(2) in column A, item 11 of WR-318 and "(i)-(1)" will be entered. In the left-hand margin of item 11, the committee will enter "ok as (i)-(1)". No payment will be made for an artesian well with a casing 4 inches or more in diameter.
- J. The development of a spring or seep in soil or gravel was approved on WR-316 and such spring or seep was actually developed in rock, or vice versa. The county committee will decide whether or not the practice shall be approved for payment at the rate specified in the bulletin for the type of excavation actually made. A line will be drawn through "(j)-(1)" or "(j)-(2)", whichever is not to be approved, and the correct practice number will be entered. In such cases the committee will also enter "ok as (j)-(1)" in the left-hand column of item 12, or "ok as (j)-(2)" in the left-hand margin in item 12, whichever is applicable.
- K. There is any statement in the space provided for "Remarks" indicating that any practice was not carried out in a workmanlike manner, or that the range is in a depleted condition. The committee will get any additional information necessary to arrive at a determination as to whether payment will be approved or withheld.
- L. There is any other entry on WR-318 about which the person examining WR-318 is in doubt. The county committee will take whatever action is necessary to arrive at a decision.

After the county committee has made all necessary determinations and indicated such determinations on WR-318 in the manner prescribed in this Section, paragraphs A to L above, the WR-318 and all documents pertaining to the case shall be returned to the person who preferred them to the county committee in order that the examination required in the following paragraph M can be made.

- M. When Form WR-318 has been checked and, where necessary, referred to the county committee and returned, the clerk handling the case shall see that all notations and corrections of mathematical errors entered on WR-318 in accordance with the instructions in Section II, paragraphs B and C above have been initialed by a county committeeman. A check shall also be made to see that all notations representing decisions of the county committee have been entered and initialed in the manner set forth in Section III above.

Section IV. Inspection of the data on WR-318 in the County Office by the District Supervisor.

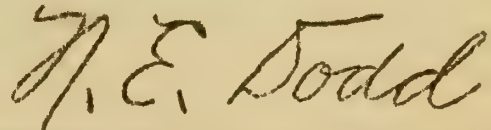
- A. The District Supervisor shall visit each county office and check the data which has been entered on each WR-318 with respect to the operations performed on the ranching unit in 1939 as follows:
1. If a statement appears in either item 2, column A of WR-318 or in the space provided for "Remarks" to the effect that the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by over-grazing in 1939, there must appear in the top margin of WR-318 the notation "Condition of range ok" and such notation must be initialed by a county committeeman. In the event the supervisor's report indicates the ranching unit has been pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by overgrazing in 1939, or that the range management practices adopted and used on the ranching unit were not designed to secure or maintain a good stand of grass or other palatable forage plants, and the notation "Condition of range ok" has not been entered in the top margin of WR-318 and initialed by a county committeeman, the District Supervisor shall enter "No payment" below the State, county, and range serial number in the upper right-hand corner of WR-318. Such notation should be signed by the District Supervisor. It will not be necessary for the District Supervisor to check the data with respect to any of the practices reported on such WR-318.
 2. With respect to practices for which the notation "No payment" has been entered on WR-318 across columns B, C, and D opposite the practice on each WR-318 which has not been marked for "No payment", the District Supervisor should check a sufficient number of such practices in each county office to determine that the personnel in the county office is thoroughly familiar with the instructions relating to the non-acceptability of practices.
 3. With respect to practices performed on the ranching unit for which the notation "No payment" has not been entered on WR-318 across columns B, C, and D opposite the practice on each WR-318 which has not been marked for "No payment", the District Supervisor shall verify from all available information in the county office with respect to the ranching unit, such as WR-16, WR-116, WR-216, WR-315, ranching plan submitted by the ranch operator, WR-316, specifications issued by the State or county committee in accordance with the WR-1939 for the State, as amended, and any additional conditions of payment required by the county committee, and by computation check the accuracy of the entries in the respective columns of WR-318 for each practice as indicated in the table below and initial immediately below the dotted line all items that appear above the dotted line in column D of WR-318.

Item	Practice	Left-hand Margin	Column A	Above dotted line in Column D
2	(a)	If supplemental practices were completely and properly performed that an "ok" has been entered below dotted line in item 2.	1. Average number of days deferred area was "normally used for grazing" during deferred grazing period. 2. State or Federal Aid a. Approved practice b. Supplemental practice	Total number of acres in deferred area on location approved on WR-316.
3	(b)	Method of seeding acceptable.	State or Federal Aid	Total number of pounds ^{1/} of seed planted on the acres reseeded on location approved on WR-316.
4	(c)		State or Federal Aid	Total number of acres sodded on location approved on WR-316.
5	(d)		State or Federal Aid	Total number of acres of listing or furrowing on location approved on WR-316.
6	(d) (continued)		State or Federal Aid	Total number of acres of subsoiling on location approved on WR-316.
7	(f)-(1)		State or Federal Aid	Total cubic yards of material moved in constructing all spreader dams and dikes on location approved on WR-316.
8	(f)-(2)		State or Federal Aid	Total linear feet of terraces constructed on location approved on WR-316.
9	(g)	When required, that greater spillway requirements have been fulfilled and dam properly protected.	State or Federal Aid	Total cubic yards of excavation made for all earthen tanks or reservoirs on location approved on WR-316.

^{1/} If this entry indicates that over 10 pounds of seed were sown per reseeded acre initial the entry above the dotted line in column C of WR-318 for practice (b).

Item	Practice	Left-hand Margin	Column A	Above dotted line in Column D
10	(h)	Amount of cement used sufficient.	State or Federal Aid	Total cubic yards of concrete or rubble masonry in all dams constructed on location approved on WR-316.
11	(i)-(1) (i)-(2)	Where practice (i)-(1) was approved on WR-316 and an acceptable smaller well developed that "ok as (i)-(2)" has been entered, or where practice (i)-(2) was approved on WR-316 and a larger well developed and approved that "ok as (i)-(1)" has been entered.	1. Where applicable that a line has been drawn through (i)-(1) or (i)-(2) and the approved practice entered. 2. State or Federal Aid	Total linear feet of depth of all wells including artesian wells constructed on location approved on WR-316; except that if any existing well was deepened, the number of linear feet of such well to be included in the entry in this column shall be equal to the difference between the depth before and after deepening. (Entry made on applicable line for practice (i)-(1) or (i)-(2) as finally approved.)
12	(j)-(1) (j)-(2)	Where the actual development differs from the practice approved on WR-316 that "ok as (j)-(1)" or "ok as (j)-(2)" whichever is applicable, has been entered	1. Where applicable that a line has been drawn through (j)-(1) or (j)-(2) and the approved practice entered. 2. State or Federal Aid	Total cubic feet of excavation made for springs or seeps developed on location approved on WR-316. (Entry made on the applicable line for practice (j)-(1) or (j)-(2) as finally approved.)
13	(m)-(1) (2) or (3)		1. Infestation reported by range examiner previous to performance (light, medium or heavy), is indicated. 2. State or Federal Aid	Total number of acres of prickly pear or cactus destroyed on location approved on WR-316.
14	(q)		State or Federal Aid	Total linear feet of fireguards on location approved on WR-316.

- B. After verifying the accuracy of the entries on the WR-318 in the respective columns which are indicated in the table above, the District Supervisor should, if there is one or more practices reported thereon which have been performed on range land on the ranching unit in the manner prescribed in the WR-1939 for the State, as amended, sign the WR-318 in the space provided under Certification number two and enter in the space provided to the left of the signature the date that the signature was affixed.
- C. When the District Supervisor has verified the accuracy of the entries on the WR-318 with respect to each practice carried out on the ranching unit in the manner prescribed in the WR-1939 for the State, as amended, the data with respect to each practice not marked "No payment" on each Form WR-318 which has not been marked for "No payment" below the State, county and ranch serial number will be transferred to WR-319 in accordance with the instructions in WRC-39-14.



Director, Western Division

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

OFFICE PROCEDURE

PART XIII

Procedure for the Preparation of
FORM WR-318, SUPERVISORS' REPORT OF PERFORMANCE,
RANGE LAND

WRC-39-13, issued June 27, 1939, is hereby amended as follows:

1. The following sentence is added to footnote 1/ on page 2:

"In the States of Colorado and Montana for the words 'a dam over 12 feet in height' substitute the words 'a dam over 10 feet in height'".

2. The following sentence is added to footnote 1/ on page 7:

"In the States of Colorado and Montana for the words 'a dam 12 or more feet high' substitute the words 'a dam 10 or more feet high'".

3. The following statement is added to Section I, paragraph C, subsection 3, e:

"In the event a spring or seep is developed in both soil or gravel and rock the data with respect to that portion of the spring or seep excavated in each type of material shall be recorded in separate tables in column A, item 12. Such approved spring or seep should

be reported in column C as either practice (j)-(1) or (j)-(2), to agree with the type of material in which the majority of the excavation was made. The number of cubic feet of each type of material excavated in connection with the approved development shall be entered on the applicable line for practices (j)-(1) and (j)-(2) in column D."

N. E. Todd

Director, Western Division.

Issued August 7, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

OFFICE PROCEDURE

PART XIII

Procedure for the Preparation of
FORM WR-319, SUPERVISORS' REPORT OF PERFORMANCE
RANGE LAND

WRC-39-13, issued June 27, 1939, as amended, is hereby amended as follows:

1. In Section I, paragraph C, subsection 3 delete the paragraphs under subheading c and substitute therefor the following paragraphs:

"Measurements with respect to earthen tanks or reservoirs will be made and recorded in the table provided in the manner prescribed in paragraph b above. If a spillway is protected by a series of check dams, enter a statement to that effect on the line following the notation 'Spillway lined with (wood, stone, sod, etc.)'. Where check dams are used to protect the spillway the supervisor shall determine whether or not such check dams were built on soil types and according to the specifications issued by the State committee; if they were, enter a notation to that effect in item 9, column (a), but if they were not, enter a statement showing in what respect/s the check dams do not conform with the specifications. Where a pit was constructed, all of the questions in item 9, column (a) should be answered, except 'Depth of dam ___ feet', 'Was the construction of a dam 12 or more feet high¹ approved by the State committee prior to development', 'Height of fill ___ feet', 'Freeboard ___ feet' and 'Average cross-section ___ square feet of spillway'. The headings in the table in section 9, column (a) should be deleted, except the heading 'Station', and the heading 'Area 2 or more feet deep' should be placed above the first line over the second, third, and fourth columns in the table. Below the first line of the table, under heading 'Area 2 or more feet deep' enter the subheading 'Depth' in the second column, the subheading 'Length' in the third column and the subheading 'Width' in the fourth column. Above the first line immediately over the fifth

¹/In Wyoming for the words 'a dam 12 or more feet high' substitute the words 'a dam to store water more than 12 feet in depth'. In the States of Colorado and Montana for the words 'a dam 12 or more feet high', substitute the words 'a dam 10 or more feet high'.

²/Either 5 or 7, whichever is applicable for the State and the type of material excavated, should be entered in the blank space.

than any of the figures named above, the number of square feet in the surface area and the base area may each be determined by the use of the following formula:

Area of circle = 3.1416 X the average radius squared.

"To ascertain the amount of material actually moved, all measurements with respect to the depth of a pit should be made from the ground level. From the measurements or soundings taken it should be determined where the slopes reach a point which is 5 feet deep, or 7 feet deep, whichever is applicable. A sufficient number of measurements or soundings should be taken at equal intervals between the deepest point in the pit and the points where the slopes reach a depth of 5 feet or 7 feet, whichever is applicable, to get a true picture of the depth of that portion of the pit. Such measurements with respect to the depth should be recorded in the column under the subheading 'Depth'. The average depth is determined by adding the entries in the depth column and dividing such sum by the number of entries made.

"Horizontal measurements with respect to that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, should be entered under the subheadings 'Length' and 'Width', third and fourth columns respectively. The averages of such dimensions are determined by adding the entries in each column and dividing the sum of each column by the number of measurements recorded in each respective column. A sufficient number of measurements should be taken and recorded in the four columns under the heading 'Horizontal Distance from Edge of Pit to Toe of Slope' to give a true picture of the slopes on all sides of the pit.

"After determining the average depth, average length, and average width of that portion of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, and the average length and average width of the outside dimensions of pit, ascertain the area in the bottom of the pit 5 or more feet deep, or 7 or more feet deep, whichever is applicable, by multiplying the average length by the average width. The area of the top of the pit should be determined in the same manner, by multiplying the average length by the average width. To obtain the volume in a pit, apply the following formula:^{1/}

$$V = 1/3 (A_1 + A_2 + \sqrt{A_1 \times A_2}) D$$

"For example, a pit is constructed with an average depth of 10 feet over a bottom area of 200 square feet 5 or more feet deep, or 7 or more feet deep, whichever is applicable, and a top area of 3200 square feet. By applying the above formula the

^{1/} V = Volume. A₁ = Bottom area of pit. A₂ = Surface area of pit at ground level.
D = Average depth of pit 5 or more feet deep or 7 or more feet deep, whichever is applicable.

$$\begin{aligned}\text{Volume} &= \frac{1}{3} (200 + 3200 + \sqrt{200 \times 3200}) 10 \\ "&= \frac{1}{3} (200 + 3200 + \sqrt{640000}) 10 \\ "&= \frac{1}{3} (200 + 3200 + 800) 10 \\ "&= \frac{1}{3} (4200) 10 \\ "&= \frac{1}{3} (42000) \\ "&= 14000 \text{ cubic feet}\end{aligned}$$

"To reduce cubic feet to cubic yards, divide by 27.
The entry in column (d) must be only the number of cubic yards
of dirt moved as shown in the space provided in column (a)."

N. E. Dodd

Director, Western Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART XIV

PREPARATION
of
FORM WR-319, APPLICATION FOR PAYMENT
RANGE LAND.

A. General.

After each Form WR-318 has been completed and checked in accordance with the instructions in WRC-39-13, as amended, the applicable data with respect to each practice carried out on the ranching unit in the manner prescribed in WR-1939 for the State, as amended, shall be transferred to an application for payment, (WR-319). An application for payment (WR-319) shall not be prepared for a Form WR-318 which has been marked "No payment" below the State, county and serial number in the upper right-hand corner. A Form WR-318 so marked should be retained in the county office files. An application for payment shall be prepared for each WR-318 not marked "No payment" below the State, county and serial number in the upper right-hand corner if one or more approved practices are carried out in an acceptable manner on the ranching unit. No data recorded on a Form WR-318 with respect to a practice marked "No payment" across columns (b), (c), and (d) opposite the practice shall be entered on Form WR-319.

After the applicable data on Form WR-318 with respect to each practice carried out on the ranching unit in the manner described in WR-1939 for the State, as amended, has been transferred to the WR-319, the Form WR-318 should be permanently filed in the county office unless a request is made to send it to the State office, in which event a duplicate Form WR-318 should be prepared and retained in the county office.

B. How to Prepare Form WR-319.

Form WR-319 has been printed in speedisets of an original and three copies. After the form has been properly executed in accordance with instructions contained herein, the entire speediset will be transmitted to the State office. After the application is certified for payment, the second and third copies of each set will be returned to the county office which will deliver the producer's copy to the applicant with his check. In all cases where the copy of the application is delivered to the operator with his check it will not be necessary to prepare Form ACP-109, for such applicant,

since the application will contain all information furnished on Form ACP-109. In the event more than one operator signed Form WR-319, a Form ACP-109 must be prepared and delivered with checks to operators in addition to the one operator who will receive with his check the producer's copy of WR-319.

Fill out Form WR-319 as follows, making only the entries indicated hereon:

1. State and county code and serial number.

In the upper right-hand corner of the form, enter the State and county code and ranch serial number. This number must agree with that on Forms WR-316 and WR-318 for the ranching unit.

2. Section II, Table 1.

In Section II, Table 1, enter --

- a. On line 1, the grazing capacity of the ranching unit. This entry must be the same as the grazing capacity for the ranching unit as shown on the WR-217 Revised approved by the State committee. The grazing capacity shall be expressed in whole numbers.
- b. On line 2, the net acreage of range land in the ranching unit. This entry must agree with the acreage of range land entered in Section II of WR-316 for the ranching unit and with the entry for the ranching unit on the WR-217 Revised approved by the State committee, and where the unit is located in one of the counties designated in Part III, Section 4, paragraph (b) of WR-1939 for the State, as amended, it must not include any acreage of mountain meadow land.
- c. On line 3, the acreage of mountain meadow land in the ranching unit if the unit is located in a county designated in paragraph (b), Section 4, Part III of WR-1939 for the State, as amended. If the ranching unit is located in one of the designated counties, but such ranching unit does not contain any mountain meadow land, enter an "0" on line 3, Section II of WR-319. The entry on line 3, Section II of WR-319 must agree with the acreage of mountain meadow land entered in Section II of WR-316 and with the entry for the ranching unit on the WR-217 Revised approved by the State committee. No entry will be made on line 3, Section II of WR-319 if the ranching unit is located in Arizona, Kansas, New Mexico, North Dakota, or in any county which is not listed in paragraph (b), Section 4, Part III of WR-1939, as amended, for any other State in the Western Region. If a ranching unit is actually located in two or more counties, one of which is listed in paragraph (b), Section 4, Part III of the Handbook, as amended, and another is not listed in such paragraph, an acreage of mountain meadow land may be entered on line 3, Section II of WR-319 only in the event that the ranching unit is regarded as located (in accordance with the provisions of Part I, Section 2, paragraph (f) of the Handbook, as amended) in the county designated as a county in which the additional allowance for mountain meadow land is applicable.

- d. (1). On line 5 (a) enter "yes" or "no", whichever is applicable, in the space provided following the question "Were additional conditions and specifications established in connection with practice (a)-(1)".
- (2). On line 5 (b), if the answer to the preceding question was in the affirmative and such additional conditions and specifications were properly performed as indicated by "ok" in the left-hand margin of item 2, WR-318, initialed by a county committeeman, enter "yes"; otherwise enter "no".

3. Section II, Table 2.

Make no entries in this table.

4. Section II, Table 3.

Enter in Table 3 of Section II, WR-319, data with respect to only those practices which have been performed in an acceptable manner. If the notation "No payment" has been entered across columns (b), (c), and (d) opposite any practice number on WR-318, data with respect to such practice shall not be entered on WR-319.

a. Data to be entered in column (a), Table 3, Section II, WR-319.

Enter in column (a)	: The data reported on WR-318 for the ranching unit
	: on the dotted line -- 1/
	:
On line 10	: In item 2, column (d).
On line 12	: In item 3, column (c).
On line 13	: In item 3, column (d).
On line 14	: In item 4, column (d).
On line 15	: In items 5 and 6, column (d).
On line 16	: In item 7, column (c).
On line 17	: In item 7, column (d).
On line 18	: In item 8, column (d).
On line 19	: In item 9, column (c).
On line 20	: In item 9, column (d). <u>2/</u>
On line 21	: In item 9, column (d). <u>3/</u>
On line 22	: In item 10, column (c).
On line 23	: In item 10, column (d).
On line 24	: In item 11, column (c) for practice (i)-(1). <u>4/</u>
On line 25	: In item 11, column (d) for practice (i)-(1). <u>4/</u>
On line 26	: In item 11, column (c) for practice (i)-(2). <u>4/</u>
On line 27	: In item 11, column (d) for practice (i)-(2). <u>4/</u>
On line 28	: In item 12, column (c) for practice (j)-(1). <u>5/</u>
On line 29	: In item 12, column (d) for practice (j)-(1). <u>5/</u>
On line 30	: In item 12, column (c) for practice (j)-(2). <u>5/</u>
On line 31	: In item 12, column (d) for practice (j)-(2). <u>5/</u>
On line 32, 33, or 34,	In item 13, column (d). <u>6/</u>
whichever is applicable	
On line 35	: In item 14, column (d).

- 1/ No entry should be transferred from column (d) which has not been initialed by the Fieldman, who was formerly known as District Supervisor. Where the figures in columns (c) and (d) of WR-318 have been corrected, or have been deleted and other figures entered in lieu thereof in accordance with the instructions in Section II and Section III of WRC-39-13, as amended, the data to be entered in column (a) of WR-319 with respect to the practice must agree with the revised and approved entries in columns (c) and (d) of WR-318 for the practice.
- 2/ Only the total cubic yards not in excess of 5,000 in each project shall be reported on line 20, column (a) of WR-319. In the States of Arizona and New Mexico where a dam constructed in connection with a previous range program was enlarged, the entry on line 20 for the project shall represent the cubic yards of dirt not in excess of 5,000 cubic yards in the completed dam, less deduction for old dirt in place. If a dam constructed under a previous program consisted of 5,000 or more cubic yards before being enlarged, the entry on line 20 for the project will be zero.
If more than one earthen tank or reservoir was constructed in an acceptable manner in connection with practice (g), record the number of cubic yards of excavation made for each earthen tank or reservoir under the heading "Cubic Yards in each Project" in column (b), opposite lines 20 and 21. Such data for each earthen tank or reservoir will be found recorded on the individual reports below the dotted line in item 9, column (d) of WR-318. The sum of the entries in column (a), lines 20 and 21, shall not exceed the total of the entries in column (b) under the heading "Cubic Yards in each Project".
- 3/ Only the total cubic yards in excess of 5,000 in each project shall be reported on line 21, column (a) of WR-319, except in the States of Arizona and New Mexico when a dam constructed in connection with a previous range program was enlarged, the entry on line 21, column (a) of WR-319 for the project shall represent only the cubic yards in excess of 5,000 which shall include the old dirt in place as well as the dirt moved this year.
- 4/ Where the actual development differs from the practice approved on WR-316; if the county committee later approved the well reported in item 11 of WR-318 as practice (i)-(1), the data to be entered on lines 24 and 25, column (a) of WR-319 must include the data with respect to such well and likewise, if the county committee later approved a well reported in item 11 of WR-318 as practice (i)-(2), the data to be entered on lines 26 and 27, column (a) of WR-319 must include the data with respect to such well.
- 5/ If more than one spring or seep was developed in an acceptable manner in connection with practices (j)-(1) or (j)-(2), record the number of cubic feet of excavation made for each spring or seep under the heading "Cubic feet in each Project" in column (b) opposite lines 28 and 29, or lines 30 or 31, whichever is applicable. Such data for each spring or seep will be found recorded on the individual reports below the dotted lines in item 12, column

(d) of WR-318. The entry in column (a), line 29 shall not exceed the total of the entries in column (b) under the heading "Cubic Feet in each Project" opposite lines 28 and 29. Likewise, the entry in column (a), line 31 should not exceed the total of the entries in column (b) under the heading "Cubic Feet in each Project" opposite lines 30 and 31. Where the actual development differs from the practice approved on WR-316, if the county committee later approved the spring or seep reported in item 12 of WR-318 as practice (j)-(1), the data to be entered on lines 28 and 29, column (a) of WR-319 must include the data with respect to such spring or seep. Likewise, if the county committee later approved a spring or seep reported in item 12 of WR-318 as practice (j)-(2), the data to be entered on lines 30 and 31, column (a) of WR-319 must include the data with respect to such spring or seep.

- 6/ The entry in item 13, column (d) of WR-318 should be transferred to the appropriate line (32, 33, or 34) of column (a) of WR-319 to agree with the practice performed as indicated by the word "light", "medium", or "heavy" in item 13, column (a) of WR-318.

b. Data to be entered in column (e), Table 3, Section II, WR-319.

Enter in column (e)	The percent of time deferred area normally grazed.
On line 10	In item 2, column (a), WR-318 is reported the number of days the deferred area was normally used for grazing during the deferred grazing period in previous years. The percent of time deferred area normally grazed <u>1/</u> is obtained by dividing the number of days that the deferred area was normally used for grazing by the number of days in the established deferred grazing period in 1939. When the entry in column (e), line 10 is less than 100% enter in the blank space in the heading of column (e) the average number of days the deferred area was normally used for grazing as reported in item 2, column (a) of WR-318

c. Data to be entered in column (f), Table 3, Section II, WR-319.

Enter in column (f)	The following Factors:
On line 10	1.6
On line 11	.8 if answer on line 5 (b) is "yes". If the answer on line 5 (b) is "no", enter "0".

1/ This number should not exceed 100%.

d. Data to be entered in column (g), Table 3, Section II, WR-319.

Enter in column (g)	The amount of State or Federal Aid furnished as reported in column (a) of WR-318-- <u>1/</u>
On line 10	In item 2 (as indicated for the approved practice only),
On line 11	In item 2 (as indicated for the supplemental practice only).
On line 13	In item 3.
On line 14	In item 4.
On line 15	In items 5 or 6. <u>2/</u>
On line 17	In item 7.
On line 18	In item 8.
On line 20	In item 9.
On line 21	In item 9.
On line 23	In item 10.
On line 25	In item 11 in connection with practice (i)-(1).
On line 27	In item 11 in connection with practice (i)-(2).
On line 29	In item 12 in connection with practice (j)-(1).
On line 31	In item 12 in connection with practice (j)-(2).
On line 32, 33, or 34, whichever is applicable	In item 13.
On line 35	In item 14.

1/ Whenever the word "none" is used to report in column (a), WR-318 the amount of State or Federal Aid furnished in connection with the performance of a practice, enter "0" on the appropriate line in column (g) of WR-319, otherwise the entry should be "-1/2".

2/ Whenever the amount of State or Federal Aid furnished in connection with the performance of practice (d) is reported in either or both items 5 and 6, column (a), WR-318 as "-1/2", enter "-1/2" in column (g), line 15 of WR-319, otherwise the entry should be "0".

5. Make no further entries in Table 3, Section II, WR-319.

6. Section III - Division of Payment.

a. Enter in the columns provided on line 2, the names and addresses of all the 1939 operators of the ranching unit.

b. Enter in each column on line 4 the percentage share of the payment due the operator whose name appears on line 2 in the same column. The total of all of the percentage shares entered on line 4 must equal 100%.

- C. Lines 9 to 13 inclusive of the table in Section III, WR-319 are provided for reporting deductions to be made from the operator's payment because of:
- (1) Grants of aid.
 - (2) Crop insurance advances.
 - (3) Overpayments under agricultural conservation programs.
 - (4) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment payments.
 - (5) Overpayments under sugar beet programs.
 - (6) Overpayments under commodity ~~contracts~~.
 - (7) Indebtedness to Commodity Credit Corporation.
 - (8) Indebtedness to Farm Security Administration.
 - (9) Indebtedness to Farm Credit Administration.
 - (10) Assignment on ACP-69 or Voluntary Request for Set-off, AAA-372, whichever is filed first in the county office. (It will not be necessary to have Part II of ACP-69 completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372)

Entries are to be made on lines 9, 10, and/or 11 in the order of the priority established above as follows:

Where it is shown on the Register of Indebtedness in the States of Oregon and Washington that an operator is indebted because he received a grant of aid, enter in the first column on line 9, the words "Grant of Aid." Enter on line 9 in the column in which the name of the operator who is indebted for a grant of aid appears on line 2, the amount of such indebtedness.

Where it is shown on the Register of Indebtedness that an operator is indebted because he received an advance for payment of crop insurance premium, enter in the first column "Advance on ACP-100" followed by the crop year covered by the insurance. Enter on the same line in the column in which the name of the operator who received the advance appears on line 2, the amount of the advance reported on the Register of Indebtedness.

Where the indebtedness register shows the operator indebted to the Agricultural Adjustment Administration or other Governmental agency, enter in the first column the name of the agency to whom indebted. Enter on the same line in the column in which the name of the operator who is indebted appears on line 2 the amount of the indebtedness to such agency reported on the Register of Indebtedness.

Where a name similar to the operator's name appears on the Register of Indebtedness but the applicant is not the person whose name appears on the Register, the county committee must attach a statement to Form WR-319 indicating that the applicant is not the person whose name appears on the Register of Indebtedness.

NOTE: Where a Form ACP-69 and a Form AAA-372 have been filed with respect to the same payment, the form which was filed first in the county office shall be accepted and reported in Section III of Form WR-319. The form filed last shall be treated as being void and of no effect and shall not be reported in Section III of Form WR-319. (The date of filing Form ACP-69 shall be the date deter-

mined in accordance with the instructions contained in ACP-70. The date of filing Form AAA-372 shall be the date the certificate of county committeeman was executed.)

Where an applicant has requested a set-off in favor of a Governmental agency on Form AAA-372, enter in the first column of line 10 the name of the agency shown on AAA-372 and enter on the same line in the column in which the name of the operator who is indebted appears on line 2, the amount of the set-off requested. Where an operator has assigned on Form ACP-69 an amount of payment due him under the application for payment for the ranching unit and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, enter on line 11 in the column in which the name of the operator who signed ACP-69 appears on line 2, the amount assigned in Section I of ACP-69, or the amount reported as remaining unpaid in Section II of ACP-69, whichever amount is smaller. On line 12, in the same column, enter the name and address of the assignee in whose favor the assignment was made. If the ranch operator has not executed ACP-69, enter the word "none" on line 9 in the same column in which the name of the operator appears.

7. Section IV.- Location of farms, other ranching units or turpentine places.

In the space provided in the first column of Section IV enter the name of each ranch operator who is eligible to sign Form WR-319. In each column on the line opposite the name of each ranch operator enter the word "none", provided such ranch operator has not filed or will not file, in addition to this application, an application for payment in connection with the 1939 Programs under the Soil Conservation and Domestic Allotment Act with respect to a farm or turpentine place located in this county, a farm, ranching unit or turpentine place located in other counties in the State, or a farm, ranching unit or turpentine place located in other States (including Alaska, Hawaii or Puerto Rico.) A check mark (✓) must be entered in the appropriate column on the line opposite the name of each ranch operator who has filed or will file, in addition to this application, an application for payment in connection with the 1939 Programs under the Soil Conservation and Domestic Allotment Act with respect to a farm, or turpentine place located in this county, a farm, ranching unit or turpentine place located in other counties in the State, or a farm, ranching unit or turpentine place located in other States (including Alaska, Hawaii, and Puerto Rico.) Where a check mark (✓) has been entered on the same line in the first or second column following the operator's name, the operator shall be advised that the total of all 1939 payments authorized under Section 8 of the Soil Conservation and Domestic Allotment Act, as amended, made to such applicant cannot exceed \$10,000.^{1/} Where a check mark (✓) has been entered on the same line in the third column following the operator's name the applicant, if other than an individual, partnership, or estate, shall be advised that the total of all payments to be made in the United States under the above Act to such applicant cannot exceed \$10,000.^{1/} (The \$10,000 represents the gross payment to be made the applicant and is subject to his pro rata share of deduction for county association administrative expense.)

^{1/} The \$10,000 payment limitation does not apply to payments made under the Sugar and Price Adjustment Programs.

- 9 -

8. Corrections made on Form WR-319.

If it is necessary to correct a figure entered on Form WR-319 in accordance with instructions outlined above, a light line shall be drawn through the incorrect figure in such a manner that it will remain legible. The correct figure should then be entered above, or to the side of the incorrect figure and shall be initialed by the county committeeman who signs the form. If a Form WR-319 is returned by the State office and corrections are made thereon, the foregoing shall apply except that if the county committeeman who signed the form is not available to initial the correction, another county committee-man shall initial each correction and shall sign in Section VI of WR-319 immediately below the signature of the committeeman who originally signed the application.

9. Section V, Signature/s of applicant/s.

After Form WR-319 has been completed in accordance with the instructions outlined above, all of the 1939 operators of the ranching unit who are eligible to make application for payment should sign in the space provided in Section V. (Both the original and all copies shall be signed.) If any operator's signature is made by mark the signature must be witnessed. Signatures must conform with the requirements in ACP-16. If a ranching unit is operated by two or more persons and the signature of any person eligible to file an application is not obtained, the name of the operator who did not sign WR-319 and the reason for such operator's failure to sign the form shall be entered on the lines provided in Section VI; then if such operator makes application for payment at a later date, the application prepared for such operator's signature shall be filled out in accordance with these instructions except that the notation "Supplementary Application" shall be entered above the serial number.

10. Additional certification in Section VI.

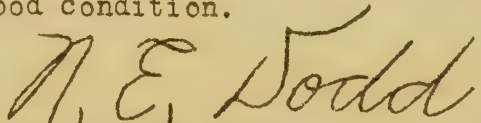
Where the county committee has found that in 1939 a change in the arrangements which existed on the ranching unit in 1938 has been made between the landlord and tenants, or a reduction in the average number of tenants for the preceding three years has been made and the result of the change or reduction was such that the county committee disapproved such change or reduction, the county committee's certification to this effect shall be entered in Section VI of WR-319.

11. Certificate of County Committee.

Section VI of WR-319 shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the county committee.

C. Transmittal to the State Office.

Forms WR-319 shall be forwarded to the State office together with the transmittal sheet (WR-322) (prepared in accordance with the instructions in WRC-39-12). Inasmuch as Forms WR-319 may be fanned on summary strips in the State office and statistical data tabulated therefrom, it is particularly important that the forms be carefully packed so that they will arrive in good condition.


Director, Western Division.

Issued November 21, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 RANGE CONSERVATION PROGRAM - WESTERN REGION

PART XIV

PREPARATION
of
FORM WR-319, APPLICATION FOR PAYMENT
RANGE LAND

The procedure in WRC-39-14, Part XIV, paragraph B, sub-paragraph 9, is amended to read as follows:

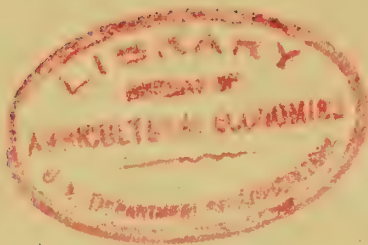
"After Form WR-319 has been completed in accordance with the instructions outlined above, all of the 1939 operators must signify on the application a percentage of the total payment to be made to each ranch operator by affixing his signature thereon, except that where any ranch operator refuses to sign the application, his signature will not be required. In case one or more operators refuse to sign the application the county committee will determine the percentage share of the payments to be made to each ranch operator applying for payment. The name of the ranch operator who refused to sign WR-319 and a statement setting forth that such operator refused to sign the form shall be entered on the lines provided in Section VI; then if such operator makes application for payment at a later date the application prepared for such operator's signature shall be filled out in accordance with these instructions, and the notation "Supplementary application" shall be entered above the serial number."

C. C. Farrington

Acting Director, Western Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

1939 RANGE CONSERVATION PROGRAM - WESTERN REGION



PART XIV

PREPARATION
of
FORM WR-319, APPLICATION FOR PAYMENT
RANGE LAND

Paragraph B, Part XIV of WRC-39-14 is amended as follows:

- (1) The instructions with reference to lines 19, 20, 21, 28, 29, 30 and 31, subparagraph 4, are amended as follows:

Enter in column (A)

- (a) On line 19 the total number of earthen tank or reservoir projects carried out on the ranching unit on approved locations.
- (b) On line 20 the total for all projects obtained by adding together the cubic yards not in excess of 5000 on each approved project.
- (c) On line 21 the total for all projects obtained by adding together the cubic yards in excess of 5000 on each approved project.
- (d) On line 28 the total number of spring or seep development projects approved by the county committee carried out on the ranching unit in soil or gravel.
- (e) On line 29 the total number of cubic feet of excavation in soil or gravel on the ranching unit on all approved projects.
- (f) On line 30 the total number of spring or seep development projects approved by the county committee carried out in rock.
- (g) On line 31 the total number of cubic feet of excavation in rock on the ranching unit on all approved projects.

- (2) Footnote 2/ on page 4 is revised to read as follows:

2/ The columns under the heading "Cu. yds. in each project" shall be used, if more than one project is carried out, to record the number of cubic yards of construction in each project. The spaces in these columns opposite line 19 shall be used to designate each project by a symbol such as #1, #2 or #3 or A, B, or C. The spaces in these

MAR 4 1940

1.42
1152-2-2

columns opposite line 20 shall be used to show for each project the number of cubic yards of construction not in excess of 5000 and those opposite line 21 the cubic yardage for each project in excess of 5000. This data will be found on the individual reports beneath the dotted line, item 9, column (d) of Form WR-318. Should the number of projects on any ranching unit exceed the number for which columns are available, a properly cross-referenced rider showing the essential information for the additional projects must be stapled (not pasted) to each copy of the WR-319 involved. The sum of the entries opposite line 20 or line 21, including those on riders under the heading "Cu. yds. in each project" shall equal the entry on the same line in column (A). In the States of Arizona and New Mexico where a dam constructed in connection with a previous range program was enlarged, the entry on line 20 for the project shall represent the cubic yards of dirt not in excess of 5,000 in the completed dam less deduction for the old dirt in place. If a dam constructed under a previous program consisted of 5,000 yards or more before being enlarged, the entry on line 20 for the project will be zero.

(3) Footnote 3/ on page 4 is revised to read as follows:

3/ The columns under the heading "Cu. yds. in each project" opposite line 21 shall be used, if more than one project is carried out, to record the cubic yards in excess of 5,000 for each project except in the States of Arizona and New Mexico when a dam constructed in connection with a previous range program was enlarged, the entry on line 21, column (A) or opposite line 21 under the heading "Cu. yds. in each project," as the case may be for the project, shall be only the dirt moved this year and which increases the total yardage in the dam in an amount which is in excess of 5,000 cubic yards.

(4) Footnote 5/ on pages 4 and 5 is revised to read as follows:

5/ The columns under the heading "Cu. feet in each project" shall be used, if more than one approved project is carried out under practices j-1 and j-2, to record the number of cubic feet of excavation in each project. The spaces in these columns opposite lines 28 and 30 shall be used to designate each project by a symbol such as #1, #2 or #3, or A, B, or C. If a project is carried out in both soil and gravel, and rock the symbol shall be shown only on the line designating the material of which the greater quantity was removed. Enter the cubic feet of soil or gravel removed on any project opposite line 29 in the column containing the symbol selected for that project and the cubic feet of rock removed opposite line 31 beneath the symbol for the project from which the rock was removed. These entries will be taken from the individual reports on WR-318 below the dotted line in item 12, column (d). Should the number of projects under practice (j-1) or (j-2) on any ranching unit exceed the number for which columns are available under the heading "Cu. feet in each project," a properly cross-referenced rider showing the essential

information for the additional projects must be stapled (not pasted) to each copy of the WR-319 involved. The total of all the entries on lines 29 and 31, including those on riders under the heading "Cu. feet in each project" must equal the entry in column (A) on the same line.

- (5) The last sentence of subparagraph 6, paragraph B, page 8 is amended to read as follows:

If the ranch operator has not executed ACP-69, enter the word "none" on line 11 in the same column in which the name of the operator appears.

R. L. Farrington

Acting Director, Western Division.

WRC-39-16a

Issued August 16, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

SEP 14 1939

1939 COTTON PRICE ADJUSTMENT PAYMENT PROGRAM -- WESTERN REGION

PROCEDURE

To be followed by County Offices
in executing APPLICATION FOR COTTON PAYMENT
1939 Price Adjustment Program Form ACP-98

Subsection B, 6, c, is hereby amended by the insertion of the following paragraph between the second and third paragraphs of this subsection c.

"Where the county committee determines that contrary to the cotton marketing quota regulations in effect for the 1938-1939 marketing year, a producer to whom a 'white' marketing card was issued for the 1938-1939 marketing year, has misused such card by having ginned as his own, cotton produced by persons to whom 'red' marketing cards were issued, payments otherwise due such producers to whom 'white' or 'red' marketing cards were issued shall be withheld in connection with all farms."

N. E. Dodd

Director, Western Division.

May 15, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

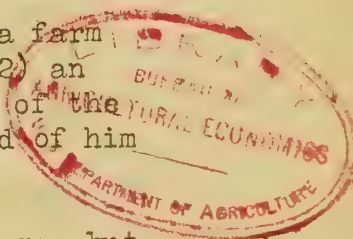
OFFICE PROCEDURE

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE PROCEDURE FOR CHECKING AND REPORTING PERFORMANCE UNDER THE 1939 AGRICULTURAL CONSERVATION PROGRAM AREA A.A. INTRODUCTION.

1. Selection of Farm Supervisors.--The county committee will submit to the State committee a list of the names of persons it is proposed to employ in the county as farm supervisors, together with a statement as to their qualifications. Farm supervisors for 1939 should, insofar as possible, be selected from those who have served efficiently in previous programs. The State committee will return to the county committee as soon as possible a list of those persons approved for training as farm supervisors in the county.
2. Qualifications of Farm Supervisors.--The qualifications for a farm supervisor are (1) a reputation for honesty and diligence, (2) an understanding of the objectives of the program and knowledge of the provisions of the program (3) ability to do the work required of him in a satisfactory manner.

County committeemen may not be employed as farm supervisors, but community committeemen may serve in that capacity if otherwise qualified.

3. Training of Farm Supervisors.--Prospective farm supervisors will be thoroughly instructed in their duties. Arrangements for holding training schools will be made by the State committee who will notify the county committee of the time and place the schools will be held. The farm supervisors will be instructed in regard to the objectives and provisions of the program, the use of the performance forms, the method of reporting land uses, the soil-building practices applicable in the county, the best methods of measuring land according to Circular ADM-52 in those counties where neither plane table maps nor aerial photographs are available, and methods for determining new field lines and plotting them on maps and photographs.



4. Assignment of Work to Farm Supervisors.--After the farm supervisors have received sufficient training and have proved that they are qualified to do the duties required of them, the county committee will assign them to farms to inspect. A farm supervisor must not be assigned farms in which he or any near relative has an interest in the crops grown or the soil-building practices carried out.
5. Progress Reports by Farm Supervisors.--The county committee will maintain records of the work assigned to each farm supervisor, i.e., the work sheet number of each farm assigned, the date of assignment and the date each farm is inspected. Each farm supervisor will be required by the county committee to furnish periodic reports of the progress of the work assigned to him, together with the material including Form WR-302A for any farm for which he has completed the inspection.

B. GENERAL INSTRUCTIONS.

1. It shall be the duty of the farm supervisor to report to the county committee in connection with his report of performance for any farm any practices which he finds on the farm or which are reported to him as having been carried out on the farm or on any other farms owned or operated by parties interested in such farm which may tend to defeat the aims and purposes of the 1939 Agricultural Conservation Program.
2. Aid of Operator in Checking Performance.--The farm supervisor should have the 1939 operator of the farm assist in checking performance, i.e., identifying the farm boundaries, estimating acreages, identifying field uses, etc. If the operator is unable to assist he should designate some responsible person who is familiar with the farm as his representative to assist the supervisor. The farm supervisor should, therefore, notify the farm operator, in advance, of the time he will visit the farm.
3. Acreages required to be measured by Farm Supervisor.--The farm supervisor shall make and record such measurements as are necessary to enable the county committee to determine the actual acreage of total soil-depleting crops, acreage for which specific deduction could be applied and Restoration land which has not previously been measured. Within the acreage of total soil-depleting crops such measurements must be made and recorded as will enable the county office to determine the exact acreage of each special crop i.e. corn (commercial corn area), cotton, wheat, tobacco, rice, potatoes (commercial potato area), sugar beets or commercial vegetables (commercial vegetable area). Sugar beet acreage will be determined according to provisions of SB-306. (WR)

Where two general soil-depleting crops are grown adjacent to one another the supervisor, together with the farm operator, shall estimate the acreage of each crop but measurements as are necessary must be made to permit the determination of the actual total acreage of the two crops.

Where a field is planted to flax and part of the flax is to be classified as non-depleting because some of the flax is a nurse crop for a seeding of legumes or grasses in areas where such classification is

applicable, measurements must be made to permit a determination of the flax acreage which will be depleting.

Similarly where a field is devoted to a crop and the disposition of such crop governs the classification thereof and part of the crop is to be classified as depleting and part as non-depleting measurements will be required to determine that part of the acreage which is depleting.

Where aerial photographic enlargements or black and white prints (plane table maps) are being used and fields have not been changed from the previous year, no additional measurements will be required by the supervisor in order that the county office may compute actual acreages. The farm supervisor will make such changes in the map of the farm as are necessary to insure that the fields shown on the map represent the fields from which 1939 soil-depleting acreages will be computed. He will make whatever measurements are necessary for computing 1939 field acreages and place such measurements on the boundaries and within the angles of the respective fields.

The supervisor will consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice which is different from that of contiguous land within the same boundaries. Also, the supervisor will consider as a field any tract of land with respect to which the division of the crop or the contribution to any soil-building practice is different from that of contiguous land within the same boundaries.

Measurements will be necessary in connection with certain soil-building practices such as dams, etc.

4. Acreages which may be estimated.--The farm supervisor, together with the farm operator, may estimate the acreages of the fields devoted to the following use:

- (1) Soil-conserving crops.
- (2) Soil-building practices.
- (3) Other non-depleting uses.

In case the acreage for a field is entered on the map of the farm, it should be used in place of an estimate. If the farm supervisor and the operator cannot agree on the estimated acreage of a field or if for any reason the supervisor questions the accuracy of an estimated acreage he shall make such measurements as are necessary to compute the acreage.

5. Proof that practices were performed.--If, at the time of checking performance, soil building practices are not evident by visual inspection and the supervisor is not convinced that they have been carried out, evidence should be obtained by the supervisor. Evidence may consist of invoices, certificates of origin, certificates by threshers or combine operators, or purchase receipts, statements of neighbors or community committeemen, etc.

6. Changes in lease or operating agreements or reduction in number of share tenants or share croppers.--In accordance with the provisions of Section 16 (c) of the 1939 Agricultural Conservation Program Bulletin, it is necessary that consideration be given by county committees to any cases where there has been a change between the landlord or operator and tenants or share croppers with respect to any farm that would increase the amount of payment that would otherwise be made to the landlord or operator.

At the time he inspects any farm, the farm supervisor should determine if any changes in the leasing arrangements have been made for 1939 or if there has been any reduction in the average number of tenants or share croppers below the average number on the farm during the preceding three years. If any such change or reduction has been made the farm supervisor must report the details relative thereto in Section IV of the Form WR-302A for the farm.

In each case in which the county committee has reason to believe that there may be a violation of the above provisions, the committee shall make an investigation to determine -

- a. Whether there has been a reduction in the number of tenants or sharecroppers below the average number of tenants or share croppers on the farm during the preceding three years which would increase the proportion of the payment that would otherwise be made to the landlord or operator over the average proportion received by him in the preceding three years;
- b. Whether other changes have been made between the landlord or operator and the tenants or share croppers which would increase over the previous year the proportion of the payment that would otherwise be made to the landlord or operator;
- c. In cases where the committee finds that a change of either nature has occurred, whether such change is justified.

For the purpose of making this determination with respect to a farm as constituted in 1939, there will be obtained for each of the years 1936, 1937, 1938, and 1939 for each case in which the committee has reason to believe that there may have been a violation --

- a. The number of tenants and the number of share croppers on the farm, and
- b. For each crop with respect to which a payment may be made for the farm for 1939
 - (1) The total acreage of such crop on the farm,
 - (2) The landlord's share of such acreage, and
 - (3) The percentage which the landlord's share is of the total acreage of the crop on the farm.

If there has been a reduction in the number of tenants below the average number on the farm during the preceding three years and such change has resulted in the landlord or operator receiving a larger proportion of the acreage of any such crop with respect to which a payment may be made than the average to which he was entitled in the preceding three years, or if there has been an increase in the proportionate share of the landlord in such crop in 1939 over his share in 1938, it will then be necessary for the committee to determine whether the change is justified. In making this determination the committee will carefully consider all of the facts in connection with the case. If the committee determines that the change was made for the purpose of obtaining a larger share of the payments made under the Agricultural Conservation program, such change will be found not justified and will be disapproved by the committee.

If the committee finds that the change is not justified, they will so certify and attach such certification to the Form WR-302A for the farm. They will include in the certification a showing as to the share to which the landlord or operator is entitled which shall be the share which he would have received had the change not been made in 1939. If the change is found to be justified and is approved by the committee, a certificate to that effect shall be attached to the WR-302A and no reduction will be made in the share reported for the landlord or operator.

7. Contribution to soil-building practices. Contribution to soil-building practices may consist of furnishing seed, fertilizers or other materials for use in the carrying out of such practices in accordance with the specifications set up in regard thereto or in performing labor without compensation in connection therewith.

8. INSTRUCTIONS ON THE USE OF FORM WR-302A, "FARM SUPERVISOR'S REPORT - AREA A"

1. Introduction.--Form WR-302A has been prepared for use in the county office and as a field sheet by the farm supervisor to be used by him at the time he is inspecting and making any necessary measurements of farms which will participate in the 1939 Agricultural Conservation Program. Clerks in the county office will make certain entries on the form before it is made available to the farm supervisor. The information which the supervisor will enter on Form WR-302A will later be reviewed in the county office and the form will be completed in that office. Since Form WR-302A will not go into the State office unless requested by that office, it is particularly necessary that the accuracy of the Forms WR-302A be checked in the county office and by the District Supervisor, prior to the preparation of Form WR-310A, Computation Sheet for Farms in Area A, to determine that the personnel engaged in preparing the forms have a thorough knowledge of the instructions contained herein and the applicable parts of the State Handbook.
2. Purpose and Use of Form WR-302A.--Form WR-302A may be prepared in the original only unless the county committee wishes to furnish a copy to the farm operator, in such case, a copy may be prepared. A Form WR-302A will be prepared for each worksheet farm for which a Form WR-314A, "Farm Plan and Estimate Sheet - Area A" was prepared in accordance with WRC-39-4a.

After Forms WR-302A have been completed by the supervisor a "master" WR-302A will be prepared in the county office in connection with individual worksheet farms which the county committee determines to be one farm in accordance with WRC-39-11.

3. Entries to be Made in the County Office before Form WR-302A is made Available to the Farm Supervisor.

a. The State and County Code and the serial number identifying the worksheet farm shall be entered in the spaces provided in the upper right-hand corner of the form. Enter the aerial photo or map number, if any, for the farm in the space provided in the upper right-hand corner of the form.

b. Section I

(1). Description and Location of Farm.--Enter in the spaces provided the size of the farm and the acres of cropland as reported on the county listing sheet. Enter in the spaces provided the location and/or the legal description of the farm as indicated on the worksheet for the farm.

(2). Non-General Allotment Farm.--Enter a check mark (✓) in the space provided if there has been an election to have the farm considered as a non-general allotment farm as reported on Form WR-314A.

(3). Wind-erosion Farm.--Enter a check mark (✓) in the space provided, if the farm is owned or leased by a conservation district, an association determined by the State Committee to have been organized for conservation purposes or a State agency authorized by law to own or lease land for conservation or wind erosion control purposes.

(4). Irrigated Farm in Special Wind-erosion Area.--Enter a check mark (✓) in the space provided if the farm is an irrigated farm in Greeley, Hamilton, Wichita, Kearny, Stanton, Grant, Morton or Stevens Counties, Kansas; Quay, Harding, or Union Counties, New Mexico; Las Animas, Baca, Prowers, Kiowa, Cheyenne, Kit Carson, Lincoln, Crowley, Otero, or Bent Counties, Colorado.

(5). Price Adjustment Applications Filed.--Enter in the spaces provided the serial number of any price adjustment application which was filed with respect to the farm.

c. Section II.--Enter in the first column on the first line the name of the operator of the farm.

d. Section III. Acreage Allotments and Yields Established for the Farm.

(1). Line 1

(a). Enter in column (b) the total acreage allotment reported on the county listing sheet.

- (b). Enter in column (c) the wheat acreage allotment established for the farm as reported on the county listing sheet. However, if a wheat acreage allotment of 8 acres or less was determined but there was an election to have the farm considered a non-wheat allotment farm, enter the word "non". If a zero wheat acreage allotment was determined enter an "0".
- (c). Enter in column (d) the cotton acreage allotment as reported on the county listing sheet.
- (d). Enter in the spaces provided in columns (e), (f), and (g) the acreage allotment, if any, established for other special soil-depleting crops and commercial vegetables as reported on the county listing sheet and in the heading of the column enter the name of the crop. If a corn acreage allotment of 8 acres or less was determined for the farm but there was an election to have the farm considered a non-corn-allotment farm, enter the word "non" in whichever column is adapted for reporting corn.

(2). Line 2.

- (a). Enter beneath the allotment for each special crop reported on line 1, the yield established for such crop as reported on the county listing sheet. No entry will be made beneath the allotment reported for commercial vegetables.
- (b). Enter in column (h) the productivity index established for the farm as reported on the county listing sheet.

e. Section IV - Special Farm Data.

- (1). Enter in item 2 in the space provided in the parenthesis, the acres of noncrop pasture land as reported on the county listing sheet.
- (2). Enter in item 3 in the last column the total grazing capacity of the noncrop pasture land expressed in animal units as reported on the county listing sheet. In States where the flat rate per acre is being used, no entry need be made in item 3.
- (3). Enter in item 4 in the spaces provided in the parenthesis, the acres of land designated as restoration land as reported on the Restoration Land Listing Sheet.
- (4). In California only, enter when applicable immediately to the right of the title, Special Farm Data, the words "Usual Wheat Acreage" and immediately thereafter the number of acres as reported on the County Listing Sheet.

f. Section V - 1939 Land Uses.---In cases where the wheat acreage for a farm has already been determined for use in connection with the price

adjustment program enter in column (a) the field letter of each field devoted to wheat, enter in column (c) the acreage so determined, in column (d) the name of the crop and in column (e) the disposition or description.

- g. In areas designated as Restoration Land Areas, the County Committee should furnish the supervisor a list of the measures which have been specified to be carried out on restoration land.

4. Entries by Farm Supervisor.

a. Section II. Names of Persons Entitled to Share in Crops and Practices

- (1). Names and Addresses.--The supervisor will determine whether or not the name of the operator entered in the county office is correct and when necessary make changes to correct the name and enter his address. The names and addresses of other persons who are entitled to share in the crops planted on the farm for harvest in 1939 or who contributed to carrying out soil-building practices on the farm in 1939 or contributed to the Restoration Land Goal will be entered on the lines beneath the name of the operator.
- (2). Tenure Relationship.--Enter opposite each person's name in the column "Tenure Relationship", his relationship to the farm, i.e., owner-operator, landlord, cash tenant, share tenant or share cropper.
- (3). Shares in Crops and Practices.--In the heading of the first three columns write in the name of any special crops seeded on the farm or for which an allotment was established, i.e., wheat, tobacco, cotton, rice, potatoes (commercial potato area), corn (in commercial corn area only) and commercial vegetables (in commercial vegetable area). Enter in the column adapted for the respective crops, each person's share, expressed in percentages, in each individual crop and in the column "General" each person's share, expressed in percentages, in the general crops on the farm as provided in the leasing or operating agreement. Enter in the "Soil-Building" column the amount of contribution each person has made to the carrying out of the soil-building practices. If both the landlord and the tenant contributed to the carrying out of the soil-building practices, the supervisor should explain that under the 1939 program each of them is deemed to have contributed equally to carrying out the practices. If the landlord or tenant claims that he has made a greater contribution to carrying out the practices, no entry will be made in this column and instead the supervisor shall indicate under "Remarks" in Section VII the items which each person claims he contributed to the performance of the practices and his recommendations as to the proper division of payment. Enter in the column "Restoration Land" each person's share in the contribution of acreage to the restoration land goal and to the carrying out of restoration land measures thereon which shall be equal shares unless any such person claims that he has made a greater contribution in which event no entry

will be made in this column and instead the supervisor shall indicate under "Remarks" in Section VII the reasons the shares should be other than equal.

b. Section IV. Special Farm Data.

- (1). Commercial Orchards on January 1, 1939.---Determine and enter in item 1, last column, the acreage of commercial orchards on the farm on January 1, 1939.
- (2). Non-crop Pasture Land.---Determine and enter in item 2, last column, the acreage of non-crop pasture land on the farm. If this entry disagrees with that entered in the county office, the supervisor shall indicate under "Remarks" in Section VII why his entry is inconsistent with the county office entry, e.g., "25 acres of non-crop pasture land plowed up" or "Error in estimation of non-crop pasture land", etc.
- (3). Total Grazing Capacity of Non-Crop Pasture Land.---The entry in item 3, last column should have been made in the county office provided the state is not using a flat rate and it had been reported on the county listing sheet. Where the entry has been made determine whether such grazing capacity is consistent with the number of acres and the condition of the non-crop pasture land on the farm. The supervisor shall never correct this entry but should state under "Remarks" in Section VII any inconsistency which he finds.
- (4). Restoration Land Designated.---(Applicable only in designated areas.) Determine the actual measurement of land designated by the county committee as restoration land for which an actual measurement has not previously been determined and make such entry in item 4 in the last column. Where this entry differs from that entered by the county office in the parenthesis on the same line indicate the reasons for the inconsistency, such as "over-estimated restoration land", "under-estimated restoration land", in "Remarks" of Section VII.
- (5). Restoration Land on which Required Conservation Measures were not carried out.---Determine and enter in item 5, last column, the acreage, designated as restoration land, on which conservation measures specified by the county committee have not been carried out.
- (6). Restoration Land Cropped.---Determine and enter in item 6, last column, the acreage, designated as restoration land, plowed or tilled in 1939 for any purpose other than tillage practices to protect the land from wind erosion or tillage operations necessary for the seeding of an approved non-depleting cover crop of which the entire growth is left on the land.

- (7). Native Sod or other Non-cropland Broken Out Between November 1, 1938 and October 31, 1939. (Applicable only in Designated Areas). Determine and enter in item 7, last column the acreage of native sod or any other land on which a permanent vegetative cover had been established, which was broken out during the period November 1, 1938 and October 31, 1939, inclusive.
 - (8). Restored to Permanent Vegetative Cover in Addition to any Restoration Land. (Applicable only in Designated Areas.) Determine and enter in item 8, last column the acreage of cropland restored to permanent vegetative cover other than the acreage of restoration land.
 - (9). Acreage subject to Wind or Water Erosion Hazards on which Approved Measures were not carried out in 1939. (Applicable only in Designated Areas). Determine and enter in item 9, last column the acreage other than restoration land with respect to which there were not adopted in 1939 methods recommended by the county committee and approved by the State committee for the prevention of wind and water erosion and on which serious wind or water erosion has resulted or will result.
 - (10). Change in Leasing Arrangements.--Determine if any change of the arrangements which existed on the farm in 1938 has been made between the landlord and the tenants and share croppers for the 1939 crop year and enter the word "yes" or "no" in the space provided in item 10. If the answer is "yes" give detailed information sufficient for the county committee to determine if the change causes a greater proportion of the payments to be made to the landlord under the 1939 program than was made under the 1938 program.
 - (11). Reduction in Number of Tenants and Sharecroppers.--Determine if a reduction has been made in the number of tenants or sharecroppers from the average number during the preceding three years and enter the word "yes" or "no" in the space provided in item 11. If the answer is "yes" give detailed information sufficient for the county committee to determine if the reduction would cause an increased payment to the landlord under the 1939 program.
- c. Section V - 1939 Land Uses.--This section has been provided for reporting the acreages of crops and other land uses for the farm.
- (1). Column (a) - Field Letter.--Enter the identifying letter of each field on the farm seeded to a crop or devoted to other land uses. The field letters need not be entered in alphabetical order but must agree with the letter used to identify the field on the aerial photographic enlargement, plane table map or sketch map, whichever is used. The supervisor shall consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice, which is different from that of contiguous land within the same boundaries. For example - if oats are planted on a 40 acre tract within the same boundaries and 25 acres of such tract are harvested for grain, 15 acres are pastured so that the oats do not mature as grain and are not cut for hay such tract will be

considered as comprising two fields or may be considered as one field with two subdivisions. In the commercial vegetable area, commercial vegetables classified as depleting shall be segregated from commercial vegetables not classified as depleting and reported when on the same field as subdivided fields. If separate subdivisions of a field have been used for different crops or uses, separate field divisions such as A 1, A 2, etc., should be shown. If there is a sequence of two or more crops or uses on a field in 1939 it will be necessary to enter the field identity letter opposite each crop or use as reported in column (d) though this may mean a duplication of field identifying letters in column (a).

(2).. Column (b) - Estimated Acreage.---Enter the operator's estimate of each soil-depleting crop and other crops and land uses on the farm in 1939 in column (b) on the line used for reporting such crop or land use. Where the county office has already entered the measured wheat acreage in column (c) no entry shall be made for wheat, in column (b).

(3) Column (c) - Measured Acreage.---Make no entry in column (c).

(4) Column (d) - Crops or Use.---Enter in column (d), opposite each field; the name of the crop/s seeded or other land use of such field irrespective of the growth or failure, use or disposition of the crop and without regard to double cropping. For example (1) if 100 acres of winter wheat seeded for harvest in 1939 winter killed and is followed by 100 acres of grain sorghums which were harvested for hay, there must be reported in this column "winter wheat" and on the succeeding line in the same column "grain sorghums". (2) If 10 acres were planted to potatoes 2 acres of which were grown for use on the farm, these 2 acres and the 8 acres planted for other purposes must be treated as separate crops and reported on separate lines, indicating in column (d) "Potatoes, Home", "Potatoes, Market", respectively. (3) If wheat or other small grains are grown in a mixture the supervisor shall report after each crop the percentage by weight of the seed in such mixtures.

(5) Column (e) - Disposition or Description.---Enter in column (e) the disposition such as abandoned, plowed up, harvested for grain, harvested for hay, pastured, used for silage, etc., of the crop reported in column (d) or the description of the land use of such field. Examples: (1) In the example above the entry to be made in column (e) would be with respect to the 100 acres seeded to wheat, "winter-killed"; the entry to be made with respect to the 100 acres of grain sorghums would be "harvested for hay". (2) A field planted to oats might be described as "Oats for grain", "oats cut green for hay - good stand of sweet clover", "Oats plowed under as green manure", etc. (3) A field planted to corn may be described as "corn for grain," "Corn for forage," "corn for silage," "corn sown and plowed under as green manure". In the Commercial Corn Area entries for sweet corn should indicate whether such crop is: (1) contracted to be sold for canning;

(2) sold for canning or roasting ears; (3) to be sold or used as seed; (4) grown in a home garden for use on the farm; (5) sown or close drilled to be used as a cover crop or green manure crop. Entries for popcorn should indicate whether such crop is: (1) sold; (2) to be used as seed; or (3) grown in a home garden for use on the farm.

Indicate in column (e) any field which is not cropland as defined in WR-1939 for the State by entering the abbreviation N-C immediately after the entry made with respect to the disposition or description of the crop; where the supervisor finds a field(s) devoted to summer fallow he shall indicate in column (e) whether or not the fallow has been protected from wind and water erosion such as "Fallow - eroded" or "Fallow - erosion controlled", together with report of the number of cultivations and type of equipment used.

Since entries in columns (f) and (g) will be made in the county office it is very important that the supervisor sufficiently indicate in column (e) the disposition or description of the crop or land use reported in column (d) in order that the county office may determine the proper classification of each field reported in Section V.

(6). Columns (f) and (g) - Classification of Field.---Make no entries in columns (f) and (g).

d. Section VI - For Reporting Soil-Building Practices Carried Out.

(1). Column (a) - Field.---Enter in column (a) the identification of each field on which an approved soil-building practice has been carried out.

(2). Column (b) - Extent of Practices.---Enter in column (b) the number of acres, pounds, feet, etc., of the respective soil-building practices carried out on the farm which have met all requirements and specifications set forth in Section 7 of WR-1939 for the State. Examples:

(a). In the case of practice A-1 enter the number of pounds of superphosphate and percent of available P_2O_5 applied, 400 lbs. of 32% superphosphate will be entered "400 lbs. 32% superphosphate."

(b). In the case of practice A-4 enter the number of pounds of gypsum and percent of sulphur content applied, 500 lbs. of gypsum containing 18% sulphur will be entered "500 lbs. 18% gypsum."

(3). Column (c) - Description of Practices and Remarks.---Enter in column (c) description of the practices carried out on the farm and any pertinent remarks concerning the practices. For example, if 400 lbs. of 32% superphosphate were applied to alfalfa on

Field B, indicate in column (c) "applied in connection with seeding of alfalfa". If specifications require the practice to be carried out on certain types of land the supervisor will indicate whether or not the practice has been carried out on the type of land specified.

- (4). Column (d) - Stand.--Indicate in column (d) whether there was a good or poor stand where a soil-conserving crop is reported as a practice in column (c). Where there was no stand the supervisor shall report it as a poor stand, where a poor stand is reported the supervisor shall indicate the reason why a good stand was not obtained.
- (5). Column (e) - State or Federal Aid.--The supervisor shall obtain from the operator information regarding the contribution of a State or Federal agency to the carrying out of any of the practices reported in column (c) and enter the percentage of such contribution, if any, in column (e) - (In the States of Colorado, Kansas and New Mexico, wind erosion control practices and restoration land measures carried out on a farm with the use of equipment furnished by the Soil Conservation Service on a wind erosion farm shall not, by virtue of the use of such equipment be deemed to be a contribution to the carrying out of wind-erosion control practices and restoration land measures on such farms.)

The term "State Agency" as used here does not mean a State agency that operates the farm or share-rents the farm to another person and contributes to the carrying out of soil-building practices on the farm.

- (6). Column (f) - Practice No. Make no entry.
- (7). Column (g) - Equivalent Units.--Make no entry.

e. Section VII - Miscellaneous.

- (1). Tilled acreage (applicable only in counties in which cotton is produced). Determine and enter in the space provided in item 1 the total acreage of land in the farm in 1939 which was tilled annually or in regular rotation including any acreage devoted to crop production for the first time in 1939 and any land devoted to crops in commercial orchards but excluding any and all land in the farm in irrigation areas for which a sufficient supply of water has not been developed for the normal production of cotton.
- (2). Remarks.--Use of this item has been explained in the above instructions. The supervisor should, in addition to items already covered, use the space provided for calling the county committee's attention to any other thing which he feels should

be pointed out, e.g., whether other soil-building practices are to be carried out on the farm at a later date and if so the date the operator will complete same, and any practice carried out on the farm which he considers does not constitute a good farming practice.

- f. Section VII - Certification.--The signature of the operator must be obtained and the date of the signature should be entered in spaces provided. The supervisor shall enter the date of his inspection and sign the form in the spaces provided.

5. Completion of Form WR-302A in County Office

- a. Section II.--Where the supervisor has not entered in column "Soil-building" the amount of contribution each person has made to the carrying out of soil-building practices and in column "Restoration land", each person's share in the contribution to the restoration land goal due to the fact that such person claims that he has made a greater contribution to the carrying out of soil-building practices or to the restoration land goal, it will be necessary for the county committee to determine the respective contributions and enter such determinations in the applicable columns.

b. Section III

- (1). Allotments.--Where a tobacco or cotton allotment is established for a farm for the first time under the agricultural conservation programs, the acreage figure reported for such crop in Summary of Depleting Crops, Section V, shall be compared with the allotment of such crop entered in Section III and where the entry in Section V is less than the allotment of such crop, the allotment shall be reduced to agree with the entry reported for the crop in the Summary of Depleting Crops, Section V.

Where a producer is participating in the production of rice in 1939 for the first time since 1933, the entry made for rice in Summary of Depleting Crops, Section V shall be compared with the rice allotment reported in Section III and in case the allotment is greater than the entry made in Section V the allotment shall be reduced in accordance with WRC-39-8a.

- (2). Yields.--In cases where an acreage entry is made with respect to a crop (except commercial vegetables) in the Summary of Depleting Crops in Section V for which no allotment has been determined, it will be necessary that the county committee determine the normal yield for such crop. In the case of wheat and corn (in the commercial corn area) it will not be necessary to determine the normal yield for such crops if the acreage planted to wheat or corn is not in excess of 8 acres or in case of potatoes (in the commercial potato area) if the acreage of potatoes for market reported is not in excess of 3 acres.

The yield for each crop shall be obtained by multiplying the county average yield for such crop by the productivity index established for the farm, the yield so determined will be entered on line 2 of Section III in the column adapted for the use of the crop for which the yield has been determined.

c. Section IV.

- (1). Item 2.--Where the entry made by the supervisor differs from that made in the parenthesis on this line and he has indicated in "Remarks" the reason for the difference, the county office will check the entry in the parenthesis against the county listing sheet to determine if the entry is correct. If the entry is not correct the entry should be corrected and if it still doesn't agree with that reported by the supervisor, the county committee should determine which entry is proper and make the necessary corrections to bring them into agreement.
- (2). Item 4.--Where the entry made by the supervisor in the last column of line 4 differs from the entry made in the county office in the parenthesis of the same line and the supervisor has indicated in "Remarks" the reasons for the difference the county committee should determine which entry is proper and make the necessary corrections to bring the entries into agreement.
- (3). Item 7.--Where the supervisor has made an entry on this line, the county committee should, if it had approved the breaking out of native sod as a good farming practice for which an acreage of cropland other than restoration land is restored to permanent vegetative cover as reported in item 8, encircle the entry, deduct the acreage so approved and restored and enter the remainder to the right of the encircled figure.

d. Section V - 1939 Land Uses

- (1). Column (c) Measured Acreage.--Compute, where required by prior instructions (paragraph B 3) from the aerial photographic enlargement, plane table, or sketch map, whichever method is being used in the county, the actual measurements of the fields and enter the figures so determined in column (c) for each field. The measured acreage figure will be used in all cases. Whenever the measured acreage figure entered in column (c) differs from the estimated figure entered in column (b) the difference should not be questioned if the variation appears to be a reasonable one, however, if there is a wide discrepancy further investigation should be made.
- (2). Columns (c), (d) should be examined for questionable items.
- (3). Classification of Field

Important. It is necessary that the clerk in the county office who makes the entries in columns (f) and (g) be thoroughly familiar with the provisions of the bulletin relating to the classifications of crops and land uses as outlined in Section 2 (d) of the bulletin. The total soil depleting acreage will be used in connection with the payments and deductions on the farm and it is necessary that great care be exercised in making entries in these columns.

Enter in column (f) or column (g) as the case may be for each field reported in Section V, the acreage of such field classified as depleting or non-depleting as determined from the disposition or description of the crops seeded on and the use of such field as indicated in column (e). For example, (1) if 100 acres of winter wheat seeded for harvest in 1939 failed and is followed by 100 acres of grain sorghums, the acreage to be reported in column (f) may be entered on either of the lines used for reporting the crops. The entry will not be made on both lines, since the field acreage is to be reported only once; (2) if 100 acres of winter wheat were seeded for harvest in 1939 and was followed by a soil-conserving crop, the entry to be reported in column (f) is 100 acres on the line on which the wheat is reported. No entry will be made in column (g) for the soil-conserving crop since the seeding of wheat in the field gave it a soil-depleting classification.

Enter in item 1 for columns (f) and (g) the total of the entries in each of such columns.

Enter in item 2, columns (f) and (g) the acreage of non-cropland in the fields reported in column (e) by the supervisor.

Enter in item 3, columns (f) and (g) the remainder obtained by subtracting the entries in item 2, columns (f) and (g), respectively, from the entries in item 1, column (f) and (g) respectively.

The sum of the entries in item 3, columns (f) and (g) will be checked against the total cropland figure appearing in Section I and where there is a difference in such figures the county committee will correct the figure appearing in

Section I if the variation appears to be a reasonable one. If there is a wide discrepancy however the farm acreages should be rechecked.

- (4). Summary of Depleting Crops.--This block has been provided for use in the county office for summarizing the acreages of special-depleting crops, commercial vegetables (in the commercial vegetable area), commercial potatoes (in the commercial potato area) and sugar beets reported in Section V, Column (c) which are classified as soil-depleting in accordance with the provisions of Section 2 (d) of WR-1939 for the State, as follows:

- (a). Wheat. In case the farm is a wheat allotment farm enter the acreage planted or regarded as planted to wheat. In case the farm is a non-wheat allotment farm, enter the acreage of wheat regarded as planted to wheat which is harvested for grain and the acreage of wheat regarded as planted to wheat which is harvested for hay except (1) when such crop is used as nurse crops for legumes or perennial grasses of which a good stand is established in 1939 and the nurse crop is cut green for hay or (2) when such crop is grown in a mixture containing at least 25 percent by weight of winter legumes.
- (b). Corn (Commercial Corn Area Only). Enter the acreage planted to corn excluding (1) any acreage of sweet corn contracted to be sold for canning (2) any acreage of sweet corn sold for canning or roasting ears (3) any acreage of sweet corn to be sold or used as seed (4) any acreage of popcorn sold or to be used as seed (5) any acreage of sown or close drilled corn used as a cover crop or green manure crop, and (6) any acreage of sweet corn or popcorn grown in home gardens for use on the farm.
- (c). Tobacco. Enter the acreage of tobacco harvested for any purpose.
- (d). Rice. Enter the acreage of rice planted for any purpose.
- (e). Commercial Vegetables. In the commercial vegetable area enter the acreage of vegetables or truck crops, classified as depleting including potatoes on farms where a potato acreage allotment is not established, sweet potatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers but excluding peas for canning and sweet corn for canning and artichokes for use other than vegetables.
- (f). Potatoes. In the commercial potato area enter the acreage of potatoes planted for any purpose (excluding potatoes grown in home gardens for use on the farm)

for a farm for which a potato allotment has been established and for a farm in the commercial potato area (and not in the commercial vegetable area) for which a potato allotment has not been established. The acreage planted to potatoes (excluding potatoes grown in home gardens for use on the farm) shall be reported as commercial vegetables when the farm is located in a commercial potato and in a commercial vegetable area when a potato acreage allotment is not established or when the farm is located in a commercial vegetable area and not in a commercial potato area.

- (g). Sugar Beets. Enter the acreage of sugar beets planted for any purpose, except for seed.
- (h). Cotton. Enter the acreage seeded to cotton, the staple of which is normally less than 1-1/2 inches in length which reaches a stage of growth at which bolls are first formed.
- (i). The total of any crop when 10 or more acres will be expressed as a whole number in the summary of depleting crops. Five tenths or less shall be dropped and more than five tenths shall be considered as a whole number: For example - 10.5 acres will be shown as 10 acres; 10.6 acres will be shown as 11 acres. The total of any crops when less than 10 acres will be expressed in tenths, 5 hundredths or less shall be dropped and more than five hundredths shall be considered as a whole tenth for example, 7.35 acres will be expressed 7.3; 7.36 acres will be expressed 7.4 acres.

e. Section VI - For Reporting Soil-Building Practices Carried Out.

- (1). The entries made in columns (b), (c), (d) and (e) in this Section should be examined for any questionable item.
- (2). Practice No. Enter in column (f) the practice numbers for each entry made in column (c) provided the percentage of State or Federal aid indicated in column (e) is less than 50 percent. If any doubt exists with respect to the practice, the county committee should not make any entry until the practice has been verified.
- (3). Equivalent Units. Enter in column (g) the equivalent units for each practice for which an entry has been made in column (f), by using the conversion factor specified for such practice in Section 7 of WR-1939 for the State. Examples. (1) For practice A-1 multiply the pounds of superphosphate by the percent of available P_2O_5 content as indicated in column (b), the result shall then be divided by 48, the figure thus obtained is the correct entry to be made in column (g). (2) For practice C-1 multiply the entry in column (b) by 2 to obtain the correct entry for column (g). (3) For practice G-2 divide the entry in column (b) by 2 to obtain the correct entry for column (g).

In the event State or Federal aid has been furnished but less than 50% as indicated in column (e) opposite each practice reported in column (c), enter in column (g) 50% of the equivalent units determined above.

- f. Section VII. Miscellaneous. Any statement made in "Remarks" shall be carefully considered before the form is made available for use in connection with the preparation of the Computation Sheet, Form WR-310A.
- g. Section VIII. Certification. This section will be examined to determine that the 1939 operator and the supervisor have signed and that their signatures have been dated.
- h. Preparation of Master Form WR-302A for A Farm Composed of Two or More "Work Sheet Farms".
 - (1). Master Forms WR-302A shall be prepared in the county office from individual Forms WR-302A, covering separate work sheet farms, which the county committee has determined in accordance with the provisions of WRC-39-11 to be one farm.
 - (2). The data contained in the individual forms WR-302A will be combined and entered in the applicable spaces on the "Master Form WR-302A", with the following exceptions:
 - (a). Where a Form ACP-95 has been filed the share in crops for each person entitled to share in such crops to be entered in Section II shall be his percentage share of the acreage allotment as reported on the Form ACP-95, unless all of the interested landlords and the operator do not agree to a division of payment on Form ACP-95 in which event the share for each person to be entered in Section II will be based on the respective person's right to share in the proceeds of the crops.
 - (b). Where a Form ACP-86 has been filed, the entry to be made in Section II for each person entitled to share in such crops shall be the shares as calculated for each person in accordance with WRC-39-11.
 - (c). Where two or more Forms WR-302A are combined under a "Master Form WR-302A", the weighted average normal yields per acre for each special crop shall be determined and entered in Section III of the "Master" WR-302A. The weighted average yield per acre for any crop shall be obtained as follows:
 1. For each Form WR-302A multiply the crop acreage allotment established for such work sheet farm by the normal yield per acre of the crop reported for the farm on Form WR-302A. Total the amounts thus

obtained.

2. Divide the total obtained in 1 above by the sum of the acreage allotments for such crop on all work sheet farms, covered by individual Forms WR-302A, included under the "master" WR-302A. The figure so determined shall be entered in the applicable column (c), (d), (e), (f) or (g) on line 2 of Section III of the "Master" WR-302A.
- (d). Where two or more Forms WR-302A are combined under a "Master" Form WR-302A, the weighted average productivity index shall be entered in Section III of the "Master" WR-302A. Such weighted average productivity index shall be obtained as follows:
1. For each Form WR-302A total all the special crop acreage allotments and the commercial vegetable allotment as reported on line 1 of Section III. Subtract the total thus obtained from the total acreage allotment entered on line 1, column (b) of Section III. Multiply the remainder by the productivity index established for the farm as reported in column (h), line 2, Section III. Total the amounts thus obtained.
 2. Divide the total obtained in 1 above by the sum of the remainders obtained in 1 above for all Forms WR-302A included under the "Master" Form WR-302A. The figure determined shall be entered on line 2, column (h) of the "Master" WR-302A.

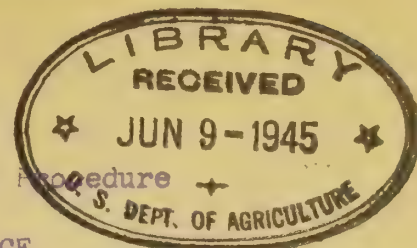
1.42
W52Wm
Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA A



The seeding in 1939 of wheat or other soil-depleting crops or the adoption of methods which destroy perennial grasses or legumes on an acreage which was summer fallowed in 1938 and which was seeded in the fall of 1938 to perennial grasses or legumes in order to neutralize the summer fallow acreage has been deemed to be a practice which defeats the purposes of the 1938 Agricultural Conservation Program.

This determination applies to 1939 owners or tenants who were the 1938 owners or tenants of the land on which such practices were carried out. The determination is not applicable to tenants who were not on the land in 1939 or to owners who have acquired possession of the land since the time in the fall of 1938 when compliance relative to fall seedings of grasses and legumes were reported upon by the supervisor.

The county committee will determine which farms are affected by this determination and will instruct the supervisor at the time farms are assigned to him for 1939 inspection as to the farms that he will

inspect to determine if an acreage of such perennial grasses or legumes has been destroyed or seeded to wheat or other soil-depleting crops.

The supervisor will check on each of such farms the summer fallow acreage reported on Form WR-209, Supervisor's Report of Performance (1938 Agricultural Conservation Program) as having been neutralized by the seeding of perennial grasses or legumes in the fall of 1938 and report on Form WR-302A in Section VII under "Remarks" any of such acreage which he finds was seeded in 1939 to wheat or other soil-depleting crops or on which methods were adopted to destroy the perennial grasses or legumes.

Where the supervisor reports an acreage of such legumes or grasses destroyed or seeded to wheat or other soil-depleting crops the county committee will immediately submit to the State office a statement giving the facts of the case, particularly the acreage affected, the identity of the 1938 application for payment submitted with respect to the farm, and the names of the parties carrying out such practices.

N. E. Dodd

Director, Western Division.

Issued June 26, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA A

JUL 1939

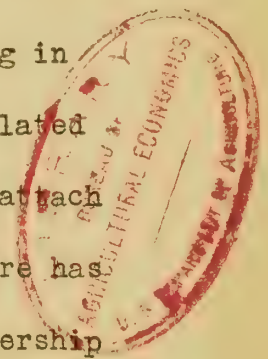
1. Paragraph C 4 a (3) second sentence is hereby amended to read
as follows:

"Enter in the column adapted for the respective crops, each
person's share, expressed in percentages, in each individual
crop and in the column 'general' each person's share, ex-
pressed in percentages, in the general soil-depleting crops
on the farm as provided in the leasing or operating agreement."

2. The following sentence is to be added to Paragraph C 5 a Section

II:

"Where the name of the persons entitled to share in the wheat,
cotton or rice crop or the shares in such crops appearing in
Section II are not the same as those appearing on the related
price adjustment application, the county committee must attach
a certificate to Form WR-302A showing whether or not there has
been a change in the ownership of the land or in the ownership
of the respective growing crops and an explanation as to the
reason the shares are different."



N. E. Dodd

Director, Western Division

Issued August 9, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA A

Subparagraph (d), 1, on page 20 is hereby amended to read
as follows:

1. For each Form WR-302A total all the special crop acreage allotments and the commercial vegetable allotment as reported on line 1 of section III, and the sugar beet acreages reported in the Summary of Depleting Crops, section V. Subtract the total thus obtained from the total acreage allotment entered on line 1, column (b) of section III. Multiply the remainder by the productivity index established for the farm as reported in column (h), line 2, section III. Total the amounts thus obtained.

N. E. Todd

Director, Western Division.

SEP 14 1939

May 17, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE PROCEDURE FOR CHECKING AND REPORTING PERFORMANCE UNDER THE 1939 AGRICULTURAL CONSERVATION PROGRAM, AREA B

A. INTRODUCTION.

1. Selection of Farm Supervisors.---The county committee will submit to the State committee a list of the names of persons it is proposed to employ in the county as farm supervisors, together with a statement as to their qualifications. Farm supervisors for 1939 should, insofar as possible, be selected from those who have served efficiently in previous programs. The State committee will return to the county committee as soon as possible a list of those persons approved for training as farm supervisors in the county.
2. Qualifications of Farm Supervisors.---The qualifications for a farm supervisor are (1) a reputation for honesty and diligence, (2) an understanding of the objectives of the program and knowledge of the provisions of the program (3) ability to do the work required of him in a satisfactory manner.

County Committeemen may not be employed as farm supervisors, but community committeemen may serve in that capacity if otherwise qualified.

3. Training of Farm Supervisors.---Prospective farm supervisors will be thoroughly instructed in their duties. Arrangements for holding training schools will be made by the State committee who will notify the county committee of the time and place the schools will be held. The farm supervisors will be instructed in regard to the objectives and provisions of the program, the use of the performance forms, the method of reporting land uses, the soil-building practices applicable in the county, the best methods of measuring land according to Circular ADM-52 in those counties where neither plane table nor aerial photographs are available, and methods for determining new field lines and plotting them on maps and photographs.
4. Assignment of Work to Farm Supervisors.---After the farm supervisors have received sufficient training and have proved they are qualified to do the duties required of them, the county committee will assign them to farms to

inspect. A farm supervisor must not be assigned farms in which he or any near relative has an interest in the crops grown or the soil-building practices carried out.

5. Progress Reports by Farm Supervisors.--The county committee will maintain records of the work assigned to each farm supervisor, i.e., the work sheet number of each farm assigned, the date of assignment and the date each farm is inspected. Each farm supervisor will be required by the county committee to furnish periodic reports of the progress of the work assigned to him, together with the material including Form WR-302B for any farm for which he has completed the inspection.

B. GENERAL INSTRUCTIONS.

1. It shall be the duty of the farm supervisor to report to the county committee in connection with his report of performance for any farm any practices which he finds on the farm or which are reported to him as having been carried out on the farm or on any other farms owned or operated by parties interested in such farm which may tend to defeat the aims and purposes of the 1939 Agricultural Conservation Program.
2. Aid of Operator in Checking Performance.--The farm supervisor should have the 1939 operator of the farm assist in checking performance, i.e., identifying the farm boundaries, estimating acreages, identifying field uses, etc. If the operator is unable to assist he should designate some responsible person who is familiar with the farm as his representative to assist the supervisor. The farm supervisor should, therefore, notify the farm operator, in advance, of the time he will visit the farm.
3. Acreages required to be measured by Farm Supervisor.--The farm supervisor shall make and record such measurements as are necessary to enable the county office to determine the exact acreage of sugar beets, commercial vegetables (commercial vegetable area) and of each special crop as cotton, wheat, potatoes (commercial potato area). Where allotments for cotton, wheat or potatoes are established it will be necessary to determine the exact acreage of all other soil-depleting crops. Where such allotments are not established it will be necessary to determine only the exact acreage of special crops, sugar beets and commercial vegetables. Sugar beet acreage will be determined according to the provisions of SB-306(WR).

In those cases where all soil-depleting crops must be measured and a field is planted to flax and part of the flax is to be classified as non-depleting because some of the flax is a nurse crop for a seeding of legumes or grasses in areas where such classification is applicable, measurements must be made to permit a determination of the flax acreage which will be depleting.

Similarly where all soil-depleting crops must be measured and a field is devoted to a crop and the disposition of such crop governs the classification thereof and part of the crop is to be classified as depleting and part as non-depleting measurements will be required to determine that part of the acreage which is depleting.

Where aerial photographic enlargements or black and white prints

(plane table maps) are being used and fields have not been changed from the previous year, no additional measurements will be required by the supervisor in order that the county office may compute actual acreages. The farm supervisor will make such changes in the map of the farm as are necessary to insure that the fields shown on the map represent the fields from which 1939 soil-depleting acreages will be computed. He will make whatever measurements are necessary for computing 1939 field acreages and place such measurements on the boundaries and within the angles of the respective fields.

The supervisor will consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice which is different from that of contiguous land within the same boundaries. Also, the supervisor will consider as a field any tract of land with respect to which the division of the crop or the contribution to any soil-building practice is different from that of contiguous land within the same boundaries.

Measurements will be necessary in connection with certain soil-building practices such as dams, etc.

4. Acreages which may be estimated.---The farm supervisor, together with the farm operator, may estimate the acreages of the fields devoted to the following use:

- (1) Soil-conserving crops.
- (2) Soil-building practices.
- (3) Other non-depleting uses.
- (4) Soil-depleting crops other than those required to be measured in accordance with paragraph B 3.

In case the acreage for a field is entered on the map of the farm, it should be used in place of an estimate. If the farm supervisor and the operator cannot agree on the estimated acreage of a field or if for any reason the supervisor questions the accuracy of an estimated acreage he shall make such measurements as are necessary to compute the acreage.

5. Proof that practices were performed.---If, at the time of checking performance, soil-building practices are not evident by visual inspection and the supervisor is not convinced that they have been carried out, evidence should be obtained by the supervisor. Evidence may consist of invoices, certificates of origin, certificates by threshers or combine operators, or purchase receipts, statements of neighbors or community committeemen, etc.
6. Changes in lease or operating agreements or reduction in number of share tenants or share croppers.---In accordance with the provisions of Section 16 (c) of the 1939 Agricultural Conservation Program Bulletin, it is necessary that consideration be given by county committees to any cases where there has been a change between the landlord or operator and tenants or share croppers with respect to any farm that would increase the amount of payment that would otherwise be made to the landlord or operator.

At the time he inspects any farm, the supervisor should determine if

any changes in the leasing arrangements have been made for 1939 or if there has been any reduction in the average number of tenants or share croppers below the average number on the farm during the preceding three years. If any such change or reduction has been made the farm supervisor must report the details relative thereto in Section IV of the Form WR-302B for the farm.

In each case in which the county committee has reason to believe that there may be a violation of the above provisions, the committee shall make an investigation to determine -

- a. Whether there has been a reduction in the number of tenants or sharecroppers below the average number of tenants or sharecroppers on the farm during the preceding three years which would increase the proportion of the payment that would otherwise be made to the landlord or operator over the average proportion received by him in the preceding three years;
- b. Whether other changes have been made between the landlord or operator and the tenants or share croppers which would increase over the previous year the proportion of the payment that would otherwise be made to the landlord or operator;
- c. In cases where the committee finds that a change of either nature has occurred, whether such change is justified.

For the purpose of making this determination with respect to a farm as constituted in 1939, there will be obtained for each of the years 1936, 1937, 1938, and 1939 for each case in which the committee has reason to believe that there may have been a violation --

- a. The number of tenants and the number of sharecroppers on the farm, and
- b. For each crop with respect to which a payment may be made for the farm for 1939
 - (1) The total acreage of such crop on the farm,
 - (2) The landlord's share of such acreage, and
 - (3) The percentage which the landlord's share is of the total acreage of the crop on the farm.

If there has been a reduction in the number of tenants below the average number on the farm during the preceding three years and such change has resulted in the landlord or operator receiving a larger proportion of the acreage of any such crop with respect to which a payment may be made than the average to which he was entitled in the preceding three years, or if there has been an increase in the proportionate share of the landlord in such crop in 1939 over his share in 1938, it will then be necessary for the committee to determine whether the change is justified. In making this determination the committee will carefully consider all of the facts in connection with the case. If the committee determines that the change was made for the purpose of obtaining a larger share of the payments made under the Agricultural Conservation Program, such change will be found not justified and will be disapproved by the committee.

If the committee finds that the change is not justified, they will so certify and attach such certification to the Form WR-302B for the farm. They will include in the certification a showing as to the share to which the landlord or operator is entitled which shall be the share which he would have received had the change not been made in 1939. If the change is found to be justified and is approved by the committee, a certificate to that effect shall be attached to the WR-302B and no reduction will be made in the share reported for the landlord or operator.

7. Contribution to soil-building practices.--Contribution to soil-building practices may consist of furnishing seed, fertilizers or other materials for use in the carrying out of such practices in accordance with the specifications set up in regard thereto or in performing labor without compensation in connection therewith.

C. INSTRUCTIONS ON THE USE OF FORM WR-302B, "FARM SUPERVISOR'S REPORT - AREA B"^{1/}

1. Introduction.--Form WR-302B has been prepared for use in the county office and as a field sheet by the farm supervisor to be used by him at the time he is inspecting and making any necessary measurements of farms which will participate in the 1939 Agricultural Conservation Program. Clerks in the county office will make certain entries on the form before it is made available to the farm supervisor. The information which the supervisor will enter on Form WR-302B will later be reviewed in the county office and the form will be completed in that office. Since Form WR-302B will not go into the State office unless requested by that office, it is particularly necessary that the accuracy of the Forms WR-302B be checked in the county office and by the District Supervisor, prior to the preparation of Form WR-310B, Computation Sheet for Farms in Area B, to determine that the personnel engaged in preparing the forms have a thorough knowledge of the instructions contained herein and the applicable parts of the State Handbook.
2. Purpose and Use of Form WR-302B.--Form WR-302B may be prepared in the original only unless the county committee wishes to furnish a copy to the farm operator, in such case, a copy may be prepared. A Form WR-302B will be prepared for each worksheet farm for which a Form WR-314B, "Farm Plan and Estimate Sheet - Area B" was prepared in accordance with WRC-39-4a

After Forms WR-302B have been completed by the supervisor a "master" WR-302B will be prepared in the county office from Forms WR-302B prepared in connection with individual worksheet farms which the county committee determines to be one farm in accordance with WRC-39-11.

3. Entries to be made in the County Office before Form WR-302B is made available to the Farm Supervisor.
 - a. The State and County Code and the serial number identifying the worksheet farm shall be entered in the spaces provided in the upper right-hand corner of the form. Enter the aerial photo or map number, if

^{1/} Excepting the counties of Custer and Fremont in the State of Colorado, for which special procedure will be issued.

any, for the farm in the space provided in the upper right-hand corner of the form.

b. Price Adjustment Applications Filed.--Enter in the spaces provided the serial number of any price adjustment application which was filed with respect to the farm

c. Section I.

(1). Description and Location of Farm.--Enter in the space provided the size of the farm and the acres of cropland as reported on the county listing sheet. Enter in the spaces provided the location and/or the legal description of the farm as identified on the worksheet for the farm.

d. Section II.--Enter in the first column on the first line the name of the operator of the farm.

e. Section III. Acreage Allotments and Yields Established for the Farm.

(1). Line 1.

(a). Enter in column (b) the total acreage allotment established for the farm reported on the county listing sheet. No total acreage allotment shall be reported for any farm for which no special crop acreage allotments are established.

(b). Enter in column (c) the wheat acreage allotment established for the farm as reported on the county listing sheet. However, if in Wheat Region I a wheat acreage allotment of 8 acres or less was determined but there was an election to have the farm considered a non-wheat allotment farm, enter the word "non". If a zero wheat acreage allotment was determined enter an "0".

(c). Enter in column (d) the cotton acreage allotment as reported for the farm on the county listing sheet.

(d). Enter in column (e) the potato acreage allotment established for the farm as reported on the county listing sheet.

(e). Enter in column (f) the commercial vegetable allotment established for the farm, as reported on the county listing sheet.

(f). Enter in column (g) the usual acreage of wheat, if any, established for the farm and in the column heading write in "Usual Wheat Acreage". (This is applicable only in California and designated areas in Oregon and Washington where wheat acreage allotments were established for all farms on which 100 bushels or more are normally produced for market.)

(2). Line 2.

- (a). Enter beneath the allotment for each special crop reported on line 1, the yield established for such crop as reported on the county listing sheet.

e. Section IV - Special Farm Data

- (1). Enter in item 2 in the space provided in the parenthesis, the acres of noncrop pasture land as reported on the county listing sheet.
- (2). Enter in item 3 in the last column the total grazing capacity of the noncrop pasture land expressed in animal units as reported on the county listing sheet. In States where the flat rate per acre is being used, no entry need be made in item 3.

- f. Section V - 1939 Land Uses.--In cases where the wheat acreage for a farm has already been determined for use in connection with the price adjustment program enter in column (a) the field letter of each field devoted to wheat, enter in column (c) the acreage so determined, in column (d) the name of the crop and in column (e) the disposition or description.

4. Entries by Farm Supervisor.

a. Section II. Names of Persons Entitled to Share in Crops and Practices

- (1). Names and Addresses.--The supervisor will determine whether or not the name of the operator entered in the county office is correct and when necessary make changes to correct the name and enter his address. The names and addresses of other persons who are entitled to share in the crops planted on the farm for harvest in 1939 or who contributed to carrying out soil-building practices on the farm in 1939 will be entered on the lines beneath the name of the operator.
- (2). Tenure Relationship.--Enter opposite each person's name in the column "Tenure Relationship", his relationship to the farm, i.e., owner-operator, landlord, cash tenant, share tenant or share-cropper.
- (3). Shares in Crops and Practices.--Enter in the column wheat, cotton, potatoes, commercial vegetables, each person's share, expressed in percentages, in each respective crop as provided in the leasing or operating agreement. Enter in the "Soil-Building" column the amount of contribution each person has made to the carrying out of the soil-building practices. If both the landlord and the tenant contributed to the carrying out of the soil-building practices, the supervisor should explain that under the 1939 program each of them is deemed to have contributed equally to carrying out the practices. If the landlord or tenant claims that he has made a greater contribution

to carrying out the practices, no entry will be made in this column and instead the supervisor shall indicate under "Remarks" in Section VII the items which each person claims he contributed to the performance of the practices and his recommendation as to the proper division of payment.

b. Section IV. Special Farm Data.

- (1). Commercial Orchards on January 1, 1939.--Determine and enter in item 1, last column, the acreage of commercial orchards on the farm on January 1, 1939.
- (2). Noncrop Pasture Land.--Determine and enter in item 2, last column, the acreage of noncrop pasture land on the farm. If this entry disagrees with that entered in the county office, the supervisor shall indicate under "Remarks" in Section VII why his entry is inconsistent with the county office entry, e.g., "25 acres of noncrop pasture land plowed up" or "Error in estimation of noncrop pasture land", etc.
- (3). Total Grazing Capacity of Noncrop Pasture Land.--The entry in item 3, last column should have been made in the county office provided the state is not using a flat rate and it had been reported on the county listing sheet. Where the entry has been made determine whether such grazing capacity is consistent with the number of acres and the condition of the noncrop pasture land on the farm. The supervisor shall never correct this entry but should state under "Remarks" in Section VII any inconsistency which he finds.
- (4). Change in Leasing Arrangements.--Determine if any change of the arrangements which existed on the farm in 1938 has been made between the landlord and the tenants and sharecroppers for the 1939 crop year and enter the word "yes" or "no" in the space provided in item 4. If the answer is "yes" give detailed information sufficient for the county committee to determine if the change causes a greater proportion of the payments to be made to the landlord under the 1939 program than was made under the 1938 program.
- (5). Reduction in Number of Tenants and Sharecroppers.--Determine if a reduction has been made in the number of tenants or sharecroppers from the average number during the preceding three years and enter the word "yes" or "no" in the space provided in item 5. If the answer is "yes" give detailed information sufficient for the county committee to determine if the reduction would cause an increased payment to the landlord under the 1939 program.

c. Section V - 1939 Land Uses.--This section has been provided for reporting the acreage of crops and other land uses for the farm.

- (1). Column (a) - Field Letter.--Enter the identifying letter of each field on the farm seeded to a crop or devoted to other land uses. The field letters need not be entered in alphabetical order but must agree with the letter used to identify the field on the aerial photographic enlargement, plane table map or sketch map, whichever is used. The supervisor shall consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice, which is different from that of contiguous land within the same boundaries. For example - if oats are planted on a 40 acre tract within the same boundaries and 25 acres of such tract are harvested for grain, 15 acres are pastured so that the oats do not mature as grain and are not cut for hay such tract will be considered as comprising two fields or may be considered as one field with two subdivisions. In the commercial vegetable area, commercial vegetables classified as deploting shall be segregated from commercial vegetables not classified as deploting and reported when on the same field as subdivided fields. If separate subdivisions of a field have been used for different crops or uses, separate field divisions such as A 1, A 2, etc., should be shown. If there is a sequence of two or more crops or uses on a field in 1939 it will be necessary to enter the field identity letter opposite each crop or use as reported in column (d) even though this may mean a duplication of field identifying letters in column (a).
- (2). Column (b) - Estimated Acreage.--Enter the operator's estimate of each soil-deploting crop and other crops and land uses on the farm in 1939 in column (b) on the line used for reporting such crop or land use. Where the county office has already entered the measured wheat acreage in column (c) no entry shall be made for wheat in column (b).
- (3). Column (c) - Measured Acreages.--Make no entry in column (c).
- (4). Column (d) - Crops or Use.--Enter in column (d), opposite each field, the name of the crop/s seeded or other land use of such field irrespective of the growth or failure, use or disposition of the crop and without regard to double cropping. For example (1) if 100 acres of winter wheat seeded for harvest in 1939 winter killed and is followed by 100 acres of grain sorghums which were harvested for hay, there must be reported in this column "winter wheat" and on the succeeding line in the same column "grain sorghums". (2) If 10 acres were planted to potatoes 2 acres of which were grown for use on the farm, these 2 acres and the 8 acres planted for other purposes must be treated as separate crops and reported on separate lines, indicating in column (d) "Potatoes, Home", "Potatoes, Market", respectively. (3) If wheat or other small grains are grown in a mixture the supervisor shall report after each crop the percentage by weight of the seed in such mixtures.
- (5). Column (e) - Disposition or Description.--Enter in column (e)

the disposition such as abandoned, plowed up, harvested for grain, harvested for hay, pastured, used for silage, etc., of the crop reported in column (d) or the description of the land use of such field. Examples: (1) In the example above the entry to be made in column (e) would be with respect to the 100 acres seeded to wheat, "winter-killed" the entry to be made with respect to the 100 acres of grain sorghums would be "harvested for hay". (2) A field planted to oats might be described as "oats for grain", "oats cut green for hay - good stand of sweet clover", "oats plowed under as green manure", etc. (3) a field planted to corn may be described as "corn for grain", "corn for forage", "corn for silage", "corn sown and plowed under as green manure".

Indicate in column (c) any field which is not cropland as defined in WR-1939 for the State by entering the abbreviation N-C immediately after the entry made with respect to the disposition or description of the crop; where the supervisor finds a field(s) devoted to summer fallow he shall indicate in column (c) whether or not the fallow has been protected from wind and water erosion such as "Fallow - eroded" or "Fallow - erosion controlled" together with a report of the number of cultivations and the type of equipment used.

Since entries in columns (f) and (g) will be made in the county office it is very important that the supervisor sufficiently indicate in column (e) the disposition or description of the crop or land use reported in column (d) in order that the county office may determine the proper classification of each field reported in Section V.

- (6). Columns (f) and (g) - Classification of Field.--Make no entries in columns (f) and (g).

d. Section VI - For Reporting Soil-Building Practices Carried Out.

- (1). Column (a) --Field.--Enter in column (a) the identification of each field on which an approved soil-building practice has been carried out.
- (2). Column (b) - Extent of Practices.--Enter in column (b) the number of acres, pounds, feet, etc., of the respective soil-building practices carried out on the farm which have met all requirements and specifications set forth in Section 7 of WR-1939 for the State. Examples:
- (a). In the case of practice A-1 enter the number of pounds of superphosphate and percent of available P_2O_5 applied, 400 lbs. of 32% superphosphate will be entered "400 lbs. 32% superphosphate".
- (b). In the case of practice A-4 enter the number of pounds of gypsum and percent of sulphur content applied, 500 lbs. of gypsum containing 18% sulphur will be entered "500 lbs.

18% gypsum".

- (3). Column (c) - Description of Practices and Remarks.--Enter in column (c) description of the practices carried out on the farm and any pertinent remarks concerning the practices. For example, if 400 lbs. of 32% superphosphate were applied to alfalfa on Field B, indicate in column (c) "applied in connection with seeding of alfalfa". If specifications require the practice to be carried out on certain types of land the supervisor will indicate whether or not the practice has been carried out on the type of land specified.
- (4). Column (d) - Stand.-- Indicate in column (d) whether there was a good stand where a soil-conserving crop is reported as a practice in column (c). Where there was no stand the supervisor shall report it as a poor stand; where a poor stand is reported the supervisor shall indicate the reason why a good stand was not obtained.
- (5). Column (e) - State or Federal Aid.--The supervisor shall obtain from the operator information regarding the contribution of a State or Federal agency to the carrying out of any of the practices reported in column (c) and enter the percentage of such contribution, if any, in column (e).

The term "State Agency" as used here does not mean a State agency that operates the farm or share-rents the farm to another person and contributes to the carrying out of soil-building practices on the farm.

- (6). Column (f) - Practice No.--Make no entry.
- (7). Column (g) - Equivalent Units.--Make no entry.

e. Section VII. - Miscellaneous.

- (1). Tilled acreage (applicable only in counties in which cotton is produced). Determine and enter in the space provided in item 1 the total acreage of land in the farm in 1939 which was tilled annually or in regular rotation including any acreage devoted to crop production for the first time in 1939 and any land devoted to crops in commercial orchards but excluding any and all land in the farm in irrigation areas for which a sufficient supply of water has not been developed for the normal production of cotton.
- (2). Remarks.--Use of this item has been explained in the above instructions. The supervisor should, in addition to items already covered, use the space provided for calling the county committee's attention to any other thing which he feels should be pointed out, e.g., whether other soil-building practices are to be carried out on the farm at a later date and if so the date the operator will complete same, and any practice carried

out on the farm which he considers does not constitute a good farming practice.

- f. Section VIII- Certification.--The signature of the operator must be obtained and the date of the signature should be entered in spaces provided. The supervisor shall enter the date of his inspection and sign the form in the spaces provided.

5. Completion of Form WR-302B in County Office.

- a. Section II.--Where the supervisor has not entered in column "Soil-building" the amount of contribution each person has made to the carrying out of soil-building practices due to the fact that such person claims that he has made a greater contribution to the carrying out of soil-building practices, it will be necessary for the county committee to determine the respective contributions and enter such determinations in the column "Soil-Building".
- b. Section III.
- (1). Allotments.--Where a cotton allotment is established for a farm for the first time under the agricultural conservation programs, the acreage figure reported for such crop in Summary of Depleting Crops, Section V, shall be compared with the allotment of such crop entered in Section III and where the entry in Section V is less than the allotment of such crop, the allotment shall be reduced to agree with the entry reported for the crop in the Summary of Depleting Crops, Section V.
- (2). Yields.--In cases where an acreage entry is made with respect to a crop (except commercial vegetables) in the Summary of Depleting Crops in Section V for which no allotment has been determined, it will be necessary that the county committee determine the normal yield for such crop. In the case of wheat in Wheat Region I it will not be necessary to determine the normal yield for such crop if the acreage planted to wheat is not in excess of 8 acres. In Wheat Region II it will not be necessary to determine the normal yield if the acreage planted to wheat is not in excess of 8 acres or the usual wheat acreage, whichever is larger. The yield so determined shall be entered on line 2, col. (c) of Section III. In case of potatoes (in the commercial potato area) it will not be necessary to determine normal potato yields if the acreage for market reported is not in excess of 3 acres. The yield so determined will be entered on line 2, column (c) of Section III.
- c. Section IV.
- (1). Item 2.--Where the entry made by the supervisor differs from that made in the parenthesis on this line and he has indicated in "Remarks" the reason for the difference, the county office will check the entry in the parenthesis against the county listing

sheet to determine if the entry is correct. If the entry is not correct the entry should be corrected and if it still doesn't agree with that reported by the supervisor, the county committee should determine which entry is proper and make the necessary corrections to bring them into agreement.

d. Section V - 1939 Land Uses.

- (1). Column (c) Measured Acreage.--Compute, where required by prior instructions (paragraph B 3) from the aerial photographic enlargement, plane table, or sketch map, whichever method is being used in the county, the actual measurements of the fields and enter the figures so determined in column (c) for each field. The measured acreage figure will be used in all cases. Whenever the measured acreage figure entered in column (c) differs from the estimated figure entered in column (b) the difference should not be questioned if the variation appears to be a reasonable one, however, if there is a wide discrepancy further investigation should be made.
- (2). Columns (c), (d). These columns should be examined for questionable items.
- (3). Classification of Field.

Important. It is necessary that the clerk in the county office who makes the entries in columns (f) and (g) be thoroughly familiar with the provisions of the bulletin relating to classifications of crops and land uses as outlined in Section 2 (d) of the bulletin. The total soil-depleting acreage for a farm for which a total soil-depleting acreage allotment has been established will be used in connection with computing deductions on the form and it is necessary that great care be exercised in making entries in these columns.

Enter in column (f) or column (g) as the case may be for each field reported in Section V, the acreage of such field classified as depleting or non-depleting as determined from the disposition or description of the crops seeded on and the use of such field as indicated in column (e). For example, (1) if 100 acres of winter wheat seeded for harvest in 1939 failed and is followed by 100 acres of grain sorghums, the acreage to be reported in column (f) may be entered on either of the lines used for reporting the crops. The entry will not be made on both lines, since the field acreage is to be reported only once; (2) if 100 acres of winter wheat were seeded for harvest in 1939 and was followed by a soil-conserving crop, the entry to be reported in column (f) is 100 acres on the line on which the wheat is reported. No entry will be made in column (g) for the soil-conserving crop since the seeding of wheat in the field gave it a soil-depleting classification.

Enter in item 1 for columns (f) and (g) the total of the entries in each of such columns.

Enter in item 2, columns (f) and (g) the acreage of non-cropland in the fields reported in column (e) by the supervisor.

Enter in item 3, columns (f) and (g) the remainder obtained by subtracting the entries in item 2, columns (f) and (g), respectively, from the entries in item 1, column (f) and (g), respectively.

The sum of the entries in item 3, columns (f) and (g) will be checked against the total cropland figure appearing in Section I and where there is a difference in such figures the county committee will correct the figure appearing in Section I if the variation appears to be a reasonable one. If there is a wide discrepancy however, the farm acreage should be rechecked.

- (4). Summary of Depleting Crops.--This block has been provided for use in the county office for summarizing the acreages of special soil-depleting crops, commercial vegetables (in the commercial vegetable area), commercial potatoes (in the commercial potato area) and sugar beets, reported in Section V, Column (c) which are classified as soil-depleting in accordance with the provisions of Section 2 (d) of WR-1939 for the State, as follows:

- (a). Wheat. In case the farm is a wheat allotment farm enter the acreage planted or regarded as planted to wheat. In case the farm is a non-wheat allotment farm, enter the acreage of wheat regarded as planted to wheat which is harvested for grain and the acreage of wheat regarded as planted to wheat which is harvested for hay except (1) when such crop is used as nurse crops for legumes or perennial grasses of which a good stand is established in 1939 and the nurse crop is cut green for hay or (2) when such crop is grown in a mixture containing at least 25 percent by weight of winter legumes.
- (b). Commercial Vegetables. In the commercial vegetable area enter the acreage of vegetable or truck crops, classified as depleting including potatoes on farms where a potato acreage allotment is not established, sweet potatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers but excluding peas for canning and sweet corn for canning and artichokes for use other than vegetables.
- (c). Potatoes.--In the commercial potato area enter the acreage of potatoes planted for any purpose (excluding

potatoes grown in home gardens for use on the farm) for a farm for which a potato allotment has been established and for a farm in the commercial potato area (and not in the commercial vegetable area) for which a potato allotment has not been established. The acreage planted to potatoes (excluding potatoes grown in home gardens for use on the farm) shall be reported as commercial vegetables when the farm is located in a commercial potato and in a commercial vegetable area when a potato acreage allotment is not established or when the farm is located in a commercial vegetable area and not in a commercial potato area.

- (d). Sugar Beets.--Enter the acreage of sugar beets planted for any purpose except for seed.
- (e). Cotton.--Enter the acreage seeded to cotton, the staple of which is normally less than 1-1/2 inches in length which reaches a stage of growth at which bolls are first formed.
- (f). The total of any crop when 10 or more acres will be expressed as a whole number in the summary of depleting crops. Five tenths or less shall be dropped and more than five tenths shall be considered as a whole number: For example - 10.5 acres will be shown as 10 acres; 10.6 acres will be shown as 11 acres. The total of any crops when less than 10 acres will be expressed in tenths, 5 hundredths or less shall be dropped and more than five hundredths shall be considered as a whole tenth for example, 7.35 acres will be expressed 7.3; 7.36 acres will be expressed 7.4 acres.

e. Section VI - For Reporting Soil-Building Practices Carried Out.

- (1). The entries made in columns (b), (c), (d) and (e) in this Section should be examined for any questionable item.
- (2). Practice No. Enter in column (f) the practice numbers for each entry made in column (c) provided the percentage of State or Federal aid indicated in column (e) is less than 50 percent. If any doubt exists with respect to any practice, the county committee should not make any entry until the practice has been verified.
- (3). Equivalent Units. Enter in column (g) the equivalent units for each practice for which an entry has been made in column (f), by using the conversion factor specified for such practice in Section 7 of WR-1939 for the State. Examples.
(1) For practice A-1 multiply the pounds of superphosphate by the percent of available P₂O₅ as indicated in column (b), the

result shall then be divided by 48, the figure thus obtained is the correct entry to be made in column (g).

(2) For practice C-1 multiply the entry in column (b) by 2 to obtain the correct entry for column (g). (3) For practice G-2 divide the entry in column (b) by 2 to obtain the correct entry for column (g).

In the event State or Federal aid has been furnished but less than 50% as indicated in column (e) opposite each practice reported in column (c), enter in column (g) 50% of the equivalent units determined above.

- f. Section VII. Miscellaneous. Any statement made in "Remarks" shall be carefully considered before the form is made available for use in connection with the preparation of the Computation Sheet, Form WR-310B.
- g. Section VIII. Certification.--This section will be examined to determine that the 1939 operator and the supervisor have signed and that their signatures have been dated.
- h. Preparation of Master Form WR-302B for a Farm Composed of Two or More "Work Sheet Farms".
 - (1). Master Forms WR-302B shall be prepared in the county office from individual Forms WR-302B, covering separate work sheet farms, which the county committee has determined in accordance with the provisions of WRC-39-11 to be one farm.
 - (2). The data contained in the individual forms WR-302B will be combined and entered in the applicable spaces on the "Master" Form WR-302B, with the following exceptions:
 - (a). Where a Form ACP-95 has been filed the share in crops for each person entitled to share in such crops to be entered in Section II shall be his percentage share of the acreage allotment as reported on the Form ACP-95, unless all of the interested landlords and the operator do not agree to a division of payment on Form ACP-95 in which event the share for each person to be entered in Section II will be based on the respective person's right to share in the proceeds of the crops.
 - (b). Where a Form ACP-86 has been filed, the entry to be made in Section II for each person entitled to share in such crops shall be the shares as calculated for each person in accordance with WRC-39-11.

(c). Where two or more Forms WR-302B are combined under a "Master" Form WR-302B, the weighted average normal yields per acre for each special crop shall be determined and entered in Section III of the "Master" WR-302B. The weighted average yield per acre for any crop shall be obtained as follows:

1. For each Form WR-302B multiply the crop acreage allotment established for such work sheet farm by the normal yield per acre of the crop as reported for the farm on Form WR-302B. Total the amounts thus obtained.
2. Divide the total obtained in 1 above by the sum of the acreage allotments for such crop on all work sheet farms, covered by individual Forms WR-302B, included under the "Master" WR-302B. The figure so determined shall be entered in the applicable column (c), (d), or (e) on line 2 of Section III "Master" WR-302B.

Issued June 26, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA B

1. Paragraph C 5 a Section II is hereby amended by the addition of the following sentence:

"Where the name of the persons entitled to share in the wheat, cotton or rice crop or the shares in such crops appearing in Section II are not the same as those appearing on the related price adjustment application, the county committee must attach a certificate to Form WR-302B showing whether or not there has been a change in the ownership of the land or in the ownership of the respective growing crops and an explanation as to the reason the shares are different."

N. E. Todd

Director, Western Division.

1.42
W52WP
Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM --

OFFICE PROCEDURE



County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA B

The seeding in 1939 of wheat or other soil-depleting crops or the adoption of methods which destroy perennial grasses or legumes on an acreage which was summer fallowed in 1938 and which was seeded in the fall of 1938 to perennial grasses or legumes in order to neutralize the summer fallow acreage has been deemed to be a practice which defeats the purposes of the 1938 Agricultural Conservation Program.

This determination applies to 1939 owners or tenants who were the owners or tenants of the land on which such practices were carried out. The determination is not applicable to tenants who were not on the land in 1939 or to owners who have acquired possession of the land since the fall of 1938 when compliance relative to fall seedings of grasses and legumes were reported upon by the Supervisor.

The county committee will determine which farms are affected by this determination and will instruct the supervisor at the time farms are assigned to him for 1939 inspection as to the farms that he will inspect to determine

if an acreage of such perennial grasses or legumes has been destroyed or seeded to wheat or other soil-depleting crops.

The supervisor will check on each of such farms the summer of 1939 reported on Form NR-209, Supervisor's Report on Agricultural Conservation Program) as having been neutralized by the seeding of perennial grasses or legumes in the fall of 1938 and report on Form NR-302B in Section VII under "Remarks" any of such acreage which he finds was seeded in 1939 to wheat or other soil-depleting crops or on which methods were adopted to destroy the perennial grasses or legumes.

Where the supervisor reports an acreage of such legumes or grasses destroyed or seeded to wheat or other soil-depleting crops the county committee will immediately submit to the State office a statement giving the facts of the case particularly the acreage affected, the identity of the 1938 application for payment submitted with respect to the farm, and the names of the parties carrying out such practices.

N. E. Todd

Director, Western Division.

1142 WAC-22-17 (AYER 1) - Oregon 1

Issued June 26, 1939

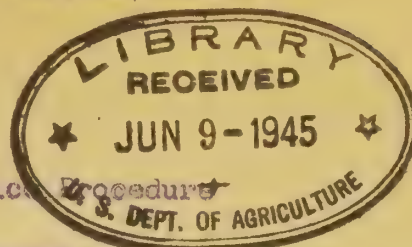
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

Reserve

W521rp

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE



County Agricultural Conservation Office Procedure
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA B

The seeding in 1939 of wheat or other soil-depleting crops or the adoption of methods which destroy perennial grasses or legumes on an acreage which was summer fallowed in 1938 and which was seeded in the fall of 1938 to perennial grasses or legumes in order to neutralize the summer fallow acreage has been deemed to be a practice which defeats the purposes of the 1938 Agricultural Conservation Program.

This determination applies to 1939 owners or tenants who were the 1938 owners or tenants of the land on which such practices were carried out. The determination is not applicable to tenants who were not on the land in 1938 or to owners who have acquired possession of the land since the time in the fall of 1938 when compliance relative to fall seedings of grasses and legumes were reported upon by the Supervisor.

The county committee will determine which farms are affected by this determination and will instruct the supervisor at the time farms are assigned to him for 1939 inspection as to the farms that he will inspect

to determine if an acreage of such perennial grasses or legumes has been destroyed or seeded to wheat or other soil-depleting crops.

The supervisor will check on each of such farms the summer fallow acreage reported on Form WR-209, Supervisor's Report of Performance (1938 Agricultural Conservation Program) as having been neutralized by the seeding of perennial grasses or legumes in the fall of 1938 and report on Form WR-302B in Section VII under "Remarks" any of such acreage which he finds was seeded in 1939 to wheat or other soil-depleting crops or on which methods were adopted to destroy the perennial grasses or legumes.

Where the supervisor reports an acreage of such legumes or grasses destroyed or seeded to wheat or other soil-depleting crops the county committee will immediately submit to the State office a statement giving the facts of the case, particularly the acreage affected, the identity of the 1938 application for payment submitted with respect to the farm, and the names of the parties carrying out such practices.

N. E. Dodd

Director, Western Division.

1.42

WFO-89-17 (Area B) - Oct 1

Issued June 23, 1945

W5&Wp

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

County Agricultural Conservation Office Proceed
 for
 CHECKING AND REPORTING PERFORMANCE
 under the
 1939 AGRICULTURAL CONSERVATION PROGRAM
 AREA B



The seeding in 1939 of wheat or other soil-depleting crops or the adoption of methods which destroy perennial grasses or legumes on an acreage which was summer fallowed in 1938 and which was seeded in the fall of 1938 to perennial grasses or legumes in order to neutralize the summer-fallow acreage has been deemed to be a practice which defeats the purposes of the 1938 Agricultural Conservation Program.

This determination applies to 1939 owners or tenants who were the 1938 owners or tenants of the land on which such practices were carried out. The determination is not applicable to tenants who were not on the land in 1938 or to owners who have acquired possession of the land since the time in the fall of 1938 when compliance relative to fall seedings of grasses and legumes were reported upon by the supervisor.

The county committee will determine which farms are affected by this determination and will instruct the supervisor at the time farms are assigned to him for 1939 inspection as to the farms that he will inspect to determine if an acreage of such perennial grasses or legumes has been destroyed or seeded to wheat or other soil-depleting crops.

The supervisor will check on each of such farms the summer-fallow acreage reported on Form No. 1111, Supervisor's Report of Performance (1938 Agricultural Conservation Program) as having been neutralized by the seeding of perennial grasses or legumes in the fall of 1938 and report on Form NR-302B in Section VII under "Remarks" any of such acreage which he finds was seeded in 1939 to wheat or other soil-depleting crops or on which methods were adopted to destroy the perennial grasses or legumes.

Where the supervisor reports an acreage of such legumes or grasses destroyed or seeded to wheat or other soil-depleting crops the county committee will immediately submit to the State office a statement giving the facts of the case, particularly the acreage affected, the identity of the 1938 application for payment submitted with respect to the farm, and the names of the parties carrying out such practices.

N. E. Todd
Director, Western Division.

1.42

W52WR

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM — WESTERN AREA

County Agricultural Conservation Office Report
for
CHECKING AND REPORTING PERFORMANCE
under the
1939 AGRICULTURAL CONSERVATION PROGRAM
AREA B



The seeding in 1939 of wheat or other soil-depleting crops or the adoption of methods which destroy perennial grasses or legumes on an acreage which was summer fallowed in 1938 and which was seeded in the fall of 1938 to perennial grasses or legumes in order to neutralize the summer fallow acreage has been deemed to be a practice which defeats the purposes of the 1938 Agricultural Conservation Program.

This determination applies to 1939 owners or tenants who were the 1938 owners or tenants of the land on which such practices were carried out. The determination is not applicable to tenants who were not on the land in 1938 or to owners who have acquired possession of the land since the time in the fall of 1938 when compliance relative to fall seedings of grasses and legumes were reported upon by the supervisor.

The county committee will determine which farms are affected by this determination and will instruct the supervisor at the time farms are assigned to him for 1939 inspection as to the farms that he will inspect to determine if an acreage of such perennial grasses or legumes has been destroyed or seeded to wheat or other soil-depleting crops.

The supervisor will check on each of such farms the acreage fallow acreage reported on Form WR-209, Supervisor's Report of Performance (1938 Agricultural Conservation Program) as having been neutralized by the seeding of perennial grasses or legumes in the fall of 1938 and report on Form WR-302B in Section VII under "Remarks" any of such acreage which he finds was seeded in 1939 to wheat or other soil-depleting crops or on which methods were adopted to destroy the perennial grasses or legumes.

Where the supervisor reports an acreage of such legumes or grasses destroyed or seeded to wheat or other soil-depleting crops the county committee will immediately submit to the State office a statement giving the facts of the case, particularly the acreage affected, the identity of the 1938 application for payment submitted with respect to the farm, and the names of the parties carrying out such practices.

N. E. Todd

Director, Western Division.

Issued July 17, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

COUNTY OFFICE PROCEDURE FOR THE PREPARATION
OF FORM WR-310A,
COMPUTATION SHEET
AREA A

A. Use of Form WR-310A

This form is applicable in the Class A area and has been provided for the purpose of entering data serving as the basis for computing payments or deductions with respect to each farm for which a Form WR-302A (or Master WR-302A) has been prepared, excluding any Form WR-302A which was prepared for a farm which the county committee determines to be an "idle" farm unless a soil-building payment or restoration land payment or deductions may be computed for such farm. A farm shall be considered as idle in 1939 unless normal cropping operations are carried out on the farm in 1939. Normal cropping operations will not be deemed to have been carried out on the farm unless an acreage of land equal to not less than one-half the acreage in the soil-depleting acreage allotments for the farm is devoted to one or more of the following uses:

1. Seeded to a crop for harvest in 1939;
2. A crop (other than wild hay) is harvested in 1939;
3. Summer fallowed in 1939;
4. Devoted in 1939 to seeded legumes or grasses (other than those seeded in the fall of 1939);
5. Seeded to small grains to be pastured in 1939 (other than small grains seeded in the fall of 1939);

except where the State Committee finds that such cropping operations were prevented by causes beyond the control of the operator.

Form WR-310A has been printed in speedisets consisting of an original and two copies. Entries will be made from Form WR-302A filed for the farm. After all entries have been made on WR-310A the entire speediset will be transmitted to the State office for completion. A copy of the Form WR-310A will be returned to the county office, for use in preparing applications for payment after it has been approved in the State office.

B. How to Prepare Form WR-310A

1. State and County Code and Computation Sheet Number. In the upper right-hand corner of the form enter the State and county code and the computation sheet number assigned the form.
2. Work Sheet Number/s. In the space provided enter the serial number/s of the work sheet/s as reported in the upper right-hand corner of the Form WR-302A.
3. Table I - Miscellaneous Data
 - a. Item 1 - Total Cropland. Enter the acreage of cropland reported in Section I, Form WR-302A. Where the original figure which was entered in Section I has been corrected to reflect the actual 1939 cropland reported by the farm supervisor the words "Supervisor's Report" or an abbreviation thereof must be entered immediately after "Total Cropland".
 - b. Item 2 - 1939 Sugar Beet Acreage. Enter the sugar beet acreage, if any, reported in Section V of Form WR-302A, Summary of Depleting Crops.
 - c. Item 3 - Usual Wheat Acreage. (California only). Enter the usual wheat acreage, if any, reported in the heading of Section IV of Form WR-302A immediately after "Special Farm Data".
 - d. Item 4 - Check any item applicable to this farm. Enter a check mark for any item which has been checked on Form WR-302A, Section I, in the block entitled "Check any item applicable to this farm".
 - e. Item 5 - Price Adjustment Applications Filed. Enter on the applicable line, the serial number of any price adjustment application reported on Form WR-302A, Section I, in the block entitled "Price Adjustment Applications Filed".
4. Table II - Payments and Deductions in Connection with Acreage Allotments and General Crops.
 - a. Line 1 - Acreage Allotments. Enter in Columns (b), (c), (d), (e), (f) and (g) the allotments reported in the same columns in Form WR-302A, Section III, line 1. In case of wheat or corn (commercial corn area) enter "non" when such has been entered for these crop allotments on Form WR-302A. Write in the heading of columns (e), (f) and (g) the name of any crop reported in the heading of such columns in Section III of Form WR-302A. Make no entry in Column (h).
 - (1) Where a "New Grower" Cotton Allotment (C-2) or Tobacco Allotment established for a farm has been reduced in accordance with instructions the reduced allotment acreage shall be entered on line 1 in the applicable column and the notation "New Grower" shall be entered on line 6 in the same column.

The "New Grower" allotment, however, should not have been reduced below the actual acreage seeded to such crop. Wherever the words "New Grower" have been entered on line 6 for cotton or tobacco and the cotton or tobacco acreage allotment exceeds the 1939" acreage planted to cotton" or acreage of tobacco harvested as entered on line 5, a statement must be attached to Form WR-310A setting forth the seeded cotton or tobacco acreage on the farm and the reason why all or part of the seeded cotton acreage failed to reach the boll stage or the reason that any tobacco acreage was not harvested.

- b. Line 2 - Yield or Index. Enter in Columns (c), (d), (e), (f), (g) and (h) the entries reported in the respective columns on Form WR-302A, Section III, line 2.
- c. Lines 3 and 4. Make no entries.
- d. Line 5 - 1939 Acreage. Enter in column (b) the total soil-depleting acreage reported on Form WR-302A, Section V, Line 1, Column (f). Enter in columns (c) and (d) the acreages, if any, reported for wheat and cotton respectively on Form WR-302A, Section V in the Summary of Depleting Crops. Enter in columns (e), (f) and (g), whichever has been adapted for other special crops, and commercial vegetables, the acreages reported for such crops on Form WR-302A, Section V in the Summary of Depleting Crops. Where an entry has been made on line 1 for any column an acreage or zero must be shown on line 5 in such column.
- e. Lines 6, 7, and 8. Make no entries.
- f. Important. If the farm is deemed to be an idle farm, but payments or deductions are to be computed with respect to soil-building practices, restoration land goal, cropping restoration land, etc., enter conspicuously in Table II the words "Idle Farm".

5. Table III - Soil-Building Goal Data

- a. Enter in the Column "No." the practice numbers reported on Form WR-302A, Section VI, Column (f).
- b. Enter in the Column "Units" the equivalent units reported in Column (g), Section VI, WR-302A for each practice entered.
- c. Enter on the second, third and fourth lines, respectively, in the Column "Acres or Units" the data reported on Form WR-302A, Section IV, last column, items 1, 2, and 3, respectively, for commercial orchards, noncrop pasture land, animal units of grazing capacity. In cases where the entry with respect to noncrop pasture land, or animal units of grazing capacity was not the entry reported on the county listing sheet but is a corrected entry made from the supervisor's report, the words "Supervisor's Report" or an abbreviation of these words will be entered in

Table III immediately above the words "noncrop pasture land" and immediately after the words "Animal units of grazing capacity" in each case wherever applicable.

No data will be entered on the first line for cropland for payment, on the fifth line for commercial vegetable allotment nor on the sixth line for general (non-general) allotment. These entries will be made in the State office.

6. Table IV - Restoration Land Goal Data

- a. Item 1 - Restoration Land Goal. In the Column "Acres" enter the Restoration land designated, reported on Form WR-302A, Section IV, item 4, last column. Where this entry has been corrected on Form WR-302A from information provided by the Supervisor and the entry is different from that appearing on the listing sheet, the words "Supervisor's Report" or an abbreviation thereof shall be entered immediately above the words "Restoration Land Goal". 1/
- b. Item 2 - Restoration Land on Which Required Conservation Measures were not carried out. In the column "Acres" enter the acreage figure reported on Form WR-302A, Section IV, Item 5, last column. 1/

7. Table V - Miscellaneous Deductions (General Crops)

- a. Item 1 - Restoration land cropped. Enter in the column "Acres" the acreage figure reported on Form WR-302A, Section IV, item 6, last column. 1/
- b. Item 2 - Native Sod or Other Noncropland Broken Out. Enter in the column "Acres" the unencircled acreage figure reported in Form WR-302A, Section IV, item 7, last column. 1/
- c. Item 3 - Failure to Adopt Measures to Prevent Erosion. Enter in the column "Acres" the acreage figure reported on Form WR-302A, Section IV, Item 9, last column. 1/

8. Table VII - Division of Payments and Deductions

IMPORTANT - The names of the persons entitled to share in and such person's respective shares in the wheat, cotton, rice, or corn crops must be the same as the names of the persons and the respective shares appearing on the related parity applications except that in the case of wheat the names and shares need not agree where a change in the ownership of the land or in the ownership of the growing wheat crop occurred after the parity application was filed and before harvest of the crop. In either case the county committee must attach a statement to Form WR-310A setting forth the facts justifying the change in names or shares.

e. Names and Addresses of Persons Entitled to Share in Crops and Practices.

Enter in the three columns provided the names and addresses of persons entitled to share in crops or practices as reported on Form WR-302A,

1/ In the Restoration land area where no acreage figure is reported a zero must be shown.

Section II, first column. (Where more than three persons are entitled to share in crops or practices with respect to the farm, enter the names of three of such persons on the form containing the basic data and enter the names of the other persons on an additional form/s WR-310A. Table VII only of the additional Form WR-310A will be used, and the forms must be identified by proper cross references.)

The space provided for the application serial number will be left blank. (The serial number will be entered at a later date.)

- b. In column (a) on lines 4, 5, and 6 enter commercial vegetables and the names of special crops, other than wheat, cotton and potatoes if such crops are reported on Form WR-302A in Section II.
 - c. Enter in column (d), lines 1-9 inclusive, under the name of the person entitled to share in crops and practices such person's share in the crops or practices as reported on Form WR-302A, Section II. Where one person is entitled to 100% of farm payment enter 100% on line 11 Column (d) under the person's name. In such cases it will not be necessary to make entries in lines 1-9 inclusive.
9. Where a certification by the county committee has been attached to Form WR-302A indicating that the landlord or operator's share of the payment is being reduced because there has been a change in 1939 in the leasing or operating arrangements or a reduction in the number of sharecroppers from the average number during the preceding three years and such change or reduction has been disapproved by the county committee, a copy of such certification shall be attached to the WR-310A for the farm.
 10. Enter on Form WR-302A in the block in the upper left-hand corner, the computation sheet number assigned the related Form WR-310A.
 11. The clerk who prepared the form will sign his name and enter the date in the spaces provided in the lower margin of the form.

J. E. Todd

Director, Western Division.

B. How to Prepare Form WR-310B

1. State and County Code and Computation Sheet Number. Enter in the upper right-hand corner of the form the State and county code and the computation sheet number assigned the form.
2. Work Sheet Number/s. Enter in the space provided the serial number/s of the work sheet/s as reported in the upper right-hand corner of the Form WR-302B.
3. Table I - Miscellaneous Data
 - a. Item 1 - Total Cropland. Enter the acreage of cropland reported in Section I of Form WR-302B. Where the original figure which was entered in Section I has been corrected to reflect the actual 1939 cropland reported by the farm supervisor the words "Supervisor's Report" or an abbreviation thereof must be entered immediately after "Total Cropland".
 - b. Item 2 - 1939 Sugar Beet Acreage. Enter the sugar beet acreage, if any, reported in Section V, Summary of Depleting Crops on Form WR-302B.
 - c. Item 3 - Usual Wheat Acreage. (Applicable only in California and designated areas in Oregon and Washington). Enter the usual wheat acreage, if any, reported in Section III, Column (g), line 1 of Form WR-302B.
 - d. Item 4 - Price Adjustment Applications Filed. Enter the serial number of any wheat or cotton price adjustment application reported in the upper right hand corner of Form WR-302B.
4. Table II - Payments and Deduction in Connection with Acreage Allotments and General Crops.
 - a. Line 1 - Acreage Allotment
 - (1). Enter in column (b) the total acreage allotment, if any, reported on Form WR-302B, Section III, Line 1, Column (b).
 - (2). Enter in column (c) the allotment, if any, reported for wheat on Form WR-302B, Section III, Line 1, Column (c). If the farm is a non-wheat allotment farm enter "non".
 - (3). Enter in column (d) the allotment, if any, reported for cotton on Form WR-302B, Section III, Line 1, Column (d). Where a "New Grower" cotton allotment (C-2) established for a farm has been reduced in accordance with instructions the reduced acreage allotment shall be entered on line 1, Column (d), and the words "New Grower" shall be entered on line 6, Column (d). The "New Grower" allotment, however, should not have been reduced below the actual acreage seeded to cotton. Wherever the words

"New Grower" have been entered on line 6, Column (d) and the cotton acreage allotment exceeds the 1939 "acreage planted to cotton" as entered on line 5, Column (d), a statement must be attached to Form WR-310B setting forth the seeded cotton acreage on the farm and the reason why all or part of the seeded cotton acreage failed to reach the boll stage.

- (4). Enter in column (e) the allotment, if any, reported for potatoes on Form WR-302B, Section III, Line 1, Column (e).
- (5). Enter in column (f) the allotment, if any, reported for commercial vegetables on Form WR-302B, Section III, Line 1, Column (f).
- b. Line 2, Column (c), wheat, (d), cotton, (e), Potatoes. Enter the yield, if any, reported for such crop on Form WR-302B, Section III, Line 2, Columns (c), (d) and (e) respectively.
- c. Lines 3 and 4 make no entry.
- d. Line 5 - 1939 Acreage. Enter in column (b) the total soil-depleting acreage reported on Form WR-302B, Section V, Line 1, Column (f), unless no total soil-depleting acreage allotment was established for the farm, in which event make no entry.

Enter in Columns (c), (d), (e) and (f) the acreage reported on Form WR-320B, Section V in the Summary of Depleting Crops for wheat, cotton, potatoes and commercial vegetables, respectively.

- e. Lines 6, 7, 8 and 9. Make no entries.
 - f. Important. When a total soil-depleting acreage allotment has been established for the farm and the farm has been determined to be an "idle farm" enter conspicuously in Table II the words "Idle Farm".
5. Table III - Soil-Building Goal Data.
- a. Enter in the column "No." the practice numbers reported on Form WR-302B, Section VI, column (f).
 - b. Enter in the column "Units" the equivalent units reported in column (g), Section VI, WR-302B for each practice reported.
 - c. Enter on the second, third and fourth lines, respectively, in the column "Acres or Units" the data, if any, reported on Form WR-302B, Section IV, items 1, 2 and 3, respectively, for commercial orchards, noncrop pasture land, or animal units of grazing capacity. In cases where the entry with respect to noncrop pasture land or animal units of grazing capacity is not the entry reported on the county listing sheet but is a corrected entry made from the supervisor's report, the words "Supervisor's Report" or an abbreviation of these words, will be entered in Table III immediately above the

words "noncrop pasture land" and immediately to the right of the words "Animal Units of Grazing Capacity" in each case wherever applicable.

No entry will be made on the first line for cropland for payment. This entry will be made in the State office.

6. Table IV - Division of Payments and Deductions.

Important. The names of the persons entitled to share in and such persons' respective shares in the wheat or cotton crop must be the same as the names of the persons and the respective shares appearing on the related parity applications except that in the case of wheat the names and shares need not agree where a change in the ownership of the land or in the ownership of the growing wheat crop occurred after the parity application was filed and before harvest of the crop. In either case the county committee must attach a statement to Form WR-310B setting forth the facts justifying the change in names or shares.

- a. Names and Addresses of Persons Entitled to Share in Crops and Practices. Enter in the three columns provided the names and addresses of persons entitled to share in crops or practices as reported on Form WR-302B, Section II, first column. (Where more than three persons are entitled to share in crops or practices with respect to the farm, enter the names of three of such persons on the form containing the basic data and enter the names of the other persons on an additional/s Form WR-310B. Table IV only of the additional Form WR-310B will be used and the forms must be identified by proper cross references.)

The space provided for the application serial number will be left blank. (The serial number will be entered at a later date.)

- b. Enter in column (d), lines 1-5 inclusive, under the name of each person entitled to share in crops and practices such person's share in the respective crops or practices as reported on Form WR-302B, Section II. Where one person is entitled to 100% of farm payment enter 100% on line 7 in Column (d) under the person's name. In such cases it will not be necessary to make entries on lines 1-5 inclusive.
- c. In Oregon and Washington only. Where a grant of aid has been made in connection with triple superphosphate enter immediately below line 10, Column (a) the words "grant of aid" followed by the name of the person on the farm who received the grant and immediately at the right the amount of the grant of aid (\$1.70 times each hundredweight of triple superphosphate furnished as a grant of aid). For example:

"Grant of aid
John H. Medwick \$68.00"

7. Where a certification by the county committee has been attached to Form WR-302B indicating that the landlord or operator's share of the payment is being reduced because there has been a change in 1939 in the leasing or operating arrangements or a reduction in the number of sharecroppers from the average number during the preceding three years and such change or reduction has been disapproved by the county committee, a copy of such certification shall be attached to the WR-310B for the farm.
8. Enter on Form WR-302B in the block in the upper left-hand corner of the form, the computation sheet number assigned the related Form WR-310B.
9. The clerk who prepared Form WR-310B will sign his name and enter the date in the spaces provided in the lower margin of the form.

M. E. Todd

Director, Western Division.

Issued August 4, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURE ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

COUNTY OFFICE PROCEDURE
for the preparation of
FORM WR-310A, COMPUTATION SHEET
Area A

The instructions contained in WRC-39-18 (Area A), paragraph B 4 are hereby amended by adding the following subparagraph g.

g. Entries made on lines 1 and 5 of Table II shall be expressed as follows:

- (1) Where the acreage to be reported is less than 10 acres it shall be rounded to the nearest tenth. Five-hundredths or less shall be dropped and more than five-hundredths considered as a whole tenth.
- (2) Where the acreage to be reported is more than 10 acres it shall be rounded to the nearest whole number. Five or fewer tenths shall be dropped and more than five-tenths considered as a whole acre.

N. E. Todd

Director, Western Division.

Issued August 4, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

COUNTY OFFICE PROCEDURE
for the preparation of
FORM WR-310B, COMPUTATION SHEET
AREA B

The instructions contained in WRC-39-18 (Area B) paragraph B 4 are hereby amended by adding the following subparagraph g.

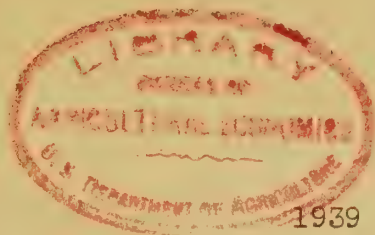
g. Entries made on lines 1 and 5 of Table II shall be expressed as follows:

- (1) Where the acreage to be reported is less than 10 acres it shall be rounded to the nearest tenth. Five-hundredths or less shall be dropped and more than five-hundredths considered as a whole tenth.
- (2) Where the acreage to be reported is more than 10 acres it shall be rounded to the nearest whole number. Five or fewer tenths shall be dropped and more than five-tenths considered as a whole acre.

N. E. Todd

Director, Western Division.

MAR 4 1940

1.42
1052-22UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

COUNTY OFFICE PROCEDURE
for the preparation of
FORM WR-310A, COMPUTATION SHEET
AREA A

The instructions set forth in WRC-39-18 (Area A), Paragraph B, 4, are hereby amended by adding the following subparagraph a, (2).

"(2). In all cases the acreage allotment to be entered on line 1, columns (b), (c), (d), (e), (f), and (g) will be the final and correct allotment. In any case where through error in a county or State Office, the producer was officially notified, in writing, prior to completion of planting, of an acreage allotment for a commodity larger than the finally approved acreage allotment for that commodity and was not notified of the finally approved acreage allotment until after planting was completed and the county committee finds that the producer, acting solely upon information contained in the erroneous allotment, planted an acreage to the commodity in excess of the finally approved acreage allotment, the producer will not be considered to have exceeded the acreage allotment for such commodity unless he planted an acreage to the commodity in excess of the allotment erroneously issued. A statement, in duplicate, containing the information set forth below shall be executed by at least two members of the county committee and shall be attached to the related Form WR-310A at the time such form is transmitted to the State Office:

- (1). The commodity and the amount of the erroneous acreage allotment;
- (2). The date notice of the erroneous allotment was mailed to the producer;
- (3). Approximate date on which seeding of the commodity was completed;
- (4). The date the notice of the correct acreage allotment was mailed to the producer; and
- (5). That the excess planting was due solely to the erroneous acreage allotment originally assigned the farm."

N. E. Dodd
Director, Western Division.

Issued January 9, 1940

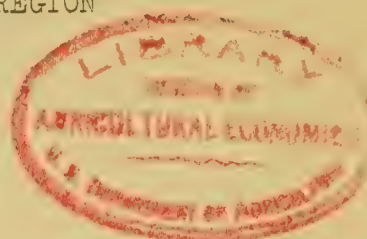
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

MAR 4 1940

1.42
W52 W

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

COUNTY OFFICE PROCEDURE
for the preparation of
FORM WR-310B, COMPUTATION SHEET
AREA B



The instructions set forth in WRC-39-18 (Area B), Paragraph B, 4, are hereby amended by adding the following subparagraph a, (6).

"(6). In all cases the acreage allotment to be entered on line 1, columns (b), (c), (d), (e), and (f) as provided in (1), (2), (3), (4) and (5) above will be the final and correct allotment. In any case where, through error in a county or State Office, the producer was officially notified, in writing, prior to completion of planting, of an acreage allotment for a commodity larger than the finally approved acreage allotment for that commodity and was not notified of the finally approved acreage allotment until after planting was completed and the county committee finds that the producer, acting solely upon information contained in the erroneous allotment, planted an acreage to the commodity in excess of the finally approved acreage allotment, the producer will not be considered to have exceeded the acreage allotment for such commodity unless he planted an acreage to the commodity in excess of the allotment erroneously issued. A statement, in duplicate, containing the information set forth below shall be executed by at least two members of the county committee and shall be attached to the related Form WR-310B at the time such form is transmitted to the State Office:

- (1). The commodity and the amount of the erroneous acreage allotment;
- (2). The date notice of the erroneous allotment was mailed to the producer;
- (3). Approximate date on which seeding of the commodity was completed;
- (4). The date the notice of the correct acreage allotment was mailed to the producer; and
- (5). That the excess planting was due solely to the erroneous acreage allotment originally assigned the farm."

N. E. Todd

Director, Western Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

County Office Procedure
for the preparation of
FORM WR-311A, APPLICATION FOR PAYMENT
SINGLE FARM, AREA A

- A. Use of Form WR-311A. This form is applicable in the class A area and has been provided for use by persons who are eligible to submit an application for payment with respect to only one farm in the county. A separate Form WR-311A is to be prepared for each person who is eligible to make application for payment with respect to the performance on such farm under the 1939 Agricultural Conservation Program and who is not eligible to make application with respect to any other farm in the county. (If a person is eligible to make application for payment for more than one farm in the county, a Form WR-311A must not be prepared but a multiple application, Form WR-312 shall.)

Upon receipt from the State office of the approved copy of Form WR-310A, Computation Sheet, Area A, Forms WR-311A shall be prepared for each person included thereon entitled to share in a payment computed for the farm and who is not eligible to make application for payment with respect to any other farm in the county. Form WR-311A has been printed in speedisets of an original and three copies. After the Form WR-311A has been properly executed in accordance with instructions contained herein, the entire speediset will be transmitted to the State office. After the application is certified for payment, the second and third copies will be returned to the county office, one copy will be delivered to the applicant with his check. In all cases where the copy of the application is delivered to the applicant with his check, it will not be necessary to prepare Form ACP-85 Revised, for such applicant, since the application for payment will contain all the information furnished on Form ACP-85 Revised.

B. Entries to be made on Form WR-311A in County Office

1. State and County Code and Application Serial Number. In the upper right-hand corner of the form, enter the State and county code and the application serial number assigned for purposes of the 1939 program.

Note: Enter on Form WR-310A in table VII under the name of the applicant reported thereon the application serial number assigned to his application for payment, Form WR-311A.

2. Computation Sheet Number. Enter in the space provided the computation sheet number of the related Form WR-310A.
3. Work Sheet Number/s. Enter in the space provided the work sheet number/s reported on Form WR-310A.

4. Section II -- Miscellaneous Farm Data. Enter in the spaces provided in each item the applicable data reported on Form WR-310A, table I.
5. Section III -- Data in connection with Acreage Allotments and General Crops.
 - a. Line 1. Enter for each column the allotment reported in the same column on Form WR-310A, table II, line 1, and in the heading of columns (e), (f) and (g) enter the names of the crops applicable.
 - b. Line 2. Enter for each column the entry reported for the same column on Form WR-310A, table II, line 2.
 - c. Line 3. Enter for each column the 1939 acreages reported for the same column on Form WR-310A, table II, line 5.
 - d. Line 4. Enter for each column the applicant's share in the crops reported on Form WR-310A, table VII in column (d), lines 1 to 7, inclusive, under the name of the applicant. Where the applicant is entitled to 100% of the farm payment and 100.0% has been reported on Form WR-310A in table VII, line 11, column (d) enter 100.0% in columns (c), (d), (e), (f), (g) and (h) wherever any entry has been made in such columns on lines 1 or 2.
6. Section IV -- Soil-Building Goal Data.
 - a. Enter for each column the applicable data reported on Form WR-310A, table III in the same column.
 - b. Enter in the space provided on line 8 the applicant's share of soil-building payment reported on Form WR-310A, table VII, line 9 in column (d) under the name of the applicant. Where the applicant is entitled to 100% of the farm payment and 100.0% has been reported on Form WR-310A in table VII, line 11, column (d) enter 100.0% as the applicant's percentage contribution.
7. Section V -- Special Farm Data.
 - a. Items 1 and 2. Enter in the "acres" column of items 1 and 2 the acreage reported on Form WR-310A, table IV in items 1 and 2, respectively.
 - b. Item 3. Enter in the "acres" column of item 3 the applicant's share with respect to the restoration land goal reported on Form WR-310A, table VII, line 8 in column (d) under the name of the applicant. Where the applicant is entitled to 100% of the farm payment and 100.0% has been reported on Form WR-310A in table VII, line 11, column (d) enter 100.0% in the "acres" column.
 - c. Item 4, 5 and 6. Enter in the "acres" column of items 4, 5 and 6 the acreages reported on Form WR-310A, table V in the "acres" column of items 1, 2 and 3, respectively.
8. Section VII -- Payment Data.

- a. Enter on line 1, column (c) the amount reported on Form WR-310A, table VII, line 14 in column (e) under the name of the applicant.
- b. Lines 3, 4, and 5, section VII are provided for reporting deductions to be made from the applicant's payment because of:
 - (1) Crop insurance advances.
 - (2) Overpayments under agricultural conservation programs.
 - (3) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment payments.
 - (4) Overpayments under sugar beet programs.
 - (5) Overpayments under commodity contracts.
 - (6) Indebtedness to Commodity Credit Corporation.
 - (7) Indebtedness to Farm Security Administration.
 - (8) Indebtedness to Farm Credit Administration.
 - (9) Assignment on ACP-69 or Voluntary Request for Set-off, AAA-372, whichever is filed first in the county office. (It will not be necessary to have part II of ACP-69 completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372.)

Entries are to be made on lines 3, 4, and 5 in the order of the priority established above as follows:

Where an advance was made to the applicant for payment of crop insurance premium enter in column (a), "Advance on ACP-100" followed by the crop year covered by the insurance. Enter in column (b) the amount of the advance.

Where the indebtedness register shows the applicant indebted to the Agricultural Adjustment Administration or other governmental agency enter in column (a) the name of the agency to whom indebted. Enter in column (b) the amount of indebtedness to such agency.

Where a name similar to the applicant's name appears on the Register of Indebtedness but the applicant is not the person whose name appears on the register the county committee must attach a statement to Form WR-311A indicating that the applicant is not the person whose name appears on the Register of Indebtedness.

Where an applicant has assigned on Form ACP-69 an amount of payment due him under the application for payment for the farm and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, enter in column (a) the name and address of the assignee as reported on ACP-69. Enter in column (b) the amount assigned to section I of ACP-69 or the amount reported as remaining unpaid in section II of ACP-69 whichever is smaller.

Where an applicant has requested a set-off in favor of governmental agency on Form AAA-372 enter in column (a) the name of the agency shown on AAA-372 and in column (b) the amount of the set-off requested.

NOTE, Where a form ACP-69 and a AAA-372 have been filed with respect to the same payment the form which was filed first in the county office shall be accepted and reported in section VII of Form WR-311A. The form filed last shall be treated as being void and of no effect and shall not be reported in section VII of Form WR-311A. (The date of filing Form ACP-69 shall be the date determined in accordance with the instructions contained in ACP-70. The date of filing Form AAA-372 shall be the date the certificate of county committeeman was executed.)

c. Enter on line 6 the name and address of the applicant as reported in table VII of Form WR-310A. Make no entry in column (b).

C. Section VI. Location of Other Farms, Ranching Units, or Turpentine Places With Respect to Which Applicant Will Apply for Payment. The word "yes" or "no", whichever is applicable, must be entered in the space provided for each of items 1, 2, and 3.

Where (1) the entry in section VII, line 1, column (c) is in excess of \$10,000 or (2) indication has been made in section VI that application/s for payment have been or will be filed with respect to (1) ranching unit in this county, (2) farm/s or ranching unit/s in other counties in this State, (3) farm/s, ranching unit/s or turpentine place/s in other States (including Alaska, Hawaii, and Puerto Rico) the applicant should be advised, if an individual, partnership, or estate, that the total of all 1939 payments authorized under section 8 of the Soil Conservation and Domestic Allotment Act, as amended, made to such applicant in the State can not exceed \$10,000.^{1/} If the applicant is other than an individual, partnership, or estate the applicant should be advised that the total of all 1939 payments made under the above Act to such applicant in the United States cannot exceed \$10,000.^{1/} (The \$10,000 represents the gross payment to be made to the applicant and is subject to his pro rata share of deductions for county association administrative expense.)

D. Section VIII. The applicant must sign in the space provided and his signature must conform to the requirements in ACP-16. It must agree with the typed name entered on line 6, section VII. If the typed name is incorrect, it must be corrected to agree with the signature. The date of signing should be inserted in the space provided.

E. Section IX - Certification of County Committee. This section of the form shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the county committee. Where a landlord or operator's share in the payment is being reduced because of a change in leasing arrangements in 1939 or a reduction in the number of share tenants or sharecroppers which the county committee has disapproved, a certification should be made in this section to this effect.

^{1/} The \$10,000 payment limitation does not apply to payments made under the Sugar or Price Adjustment Programs.

- F. Corrections Made on Form WR-311A. If it is found necessary to correct an entry appearing on the form to make it agree with the corresponding Form WR-310A, a light line should be drawn through the entry in such a manner that the original figure will remain legible. The correct entry should then be entered above or to the side of the incorrect entry and be initialed by the county committeeman who signs the form. Where a form is returned by the State office and corrections made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available, another county committeeman may initial each correction in his stead and sign his name immediately below the name of the county committeeman who signed the form originally in section IX.
- G. Important. If at the time a Form WR-311A is being prepared it is discovered that the related Form WR-310A is in error, the Form WR-311A shall not be completed until a corrected Form WR-310A has been forwarded to the State office and ~~the~~ approved copy returned by that office.
- H. Where the county committee finds that a person has overplanted or caused the overplanting of an acreage which was or could have been established for a separately owned tract of land in a combination farm and the person refuses to cooperate with other producers having an interest in such farm in making an equitable adjustment with respect to the crop payment, the total amount of the payment computed for such person with respect to the farm shall be withheld.

It is the responsibility of the county committee to determine whether or not the owner or operator of any tract on which an overplanting occurs is actually responsible for such overplanting. Before denying any person responsible for an overplanting the right to file Form WR-311A, the county committee will also determine that such person refused to cooperate in making an equitable adjustment of the payment which could be made with respect to the crop which was overseeded. In view of the fact that these determinations may be rather difficult to make, it is suggested that, if possible, the county committee obtain written statements of fact from all persons interested in the farm. All written evidence and statements of fact will be filed in the county office. In cases where the county committee determines that the payment otherwise due a person shall be withheld for the reasons set forth above, the person whose payment is being withheld will not be permitted to sign Form WR-311A.

- I. Where a cotton producer to whom a "white" cotton marketing card was issued for the 1938-39 marketing year, has used such card to have ginned as his own, cotton produced by producers who were issued "red" marketing cards, and the county committee upon investigating has determined that the misuse of the "white" cotton marketing card has resulted in an erroneous cotton yield being reported for such producer's farm, payments otherwise due the producers to whom the "white" and "red" cotton marketing cards were issued shall be withheld. Such persons shall not be permitted to sign Forms WR-311A. In such cases a notation shall be inserted on Form WR-310A, table VII under the name of the applicant to the effect that the payment is withheld because of improper use of "white" cotton marketing cards.
- J. The foregoing instructions set forth the requirements which must be met

before the application for payment can be approved in the State office. It is therefore essential that a thorough check be made of the completed form to determine that all necessary entries and certifications have been made and statements attached as required before the forms are transmitted to the State office.

N. E. Todd

Director, Western Division.

Issued August 2, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

County Office Procedure
for the preparation of
FORM WR-311B, APPLICATION FOR PAYMENT
SINGLE FARM, AREA B

- A. Use of Form WR-311B. This form is applicable in the class B area, 1/ and has been provided for use by persons who are eligible to submit an application for payment with respect to only one farm in the county. Separate Forms WR-311B are to be prepared for each person who is eligible to make application for payment with respect to the performance on such farm under the 1939 Agricultural Conservation Program and who is not eligible to make application with respect to any other farm in the county. (If a person is eligible to make application for payment for more than one farm in the county, a Form WR-311B must not be prepared but a multiple application, Form WR-312 shall be.)

Upon receipt from the State office of the approved copy of Form WR-310B, Computation Sheet, Area B, Forms WR-311B shall be prepared for each person included thereon as entitled to share in a payment computed for the farm and who is not eligible to make application for payment with respect to any other farm in the county. Form WR-311B has been printed in speedisets of an original and three copies. After the form has been properly executed in accordance with instructions contained herein, the entire speediset will be transmitted to the State office. After the application is certified for payment the second and third copies will be returned to the county office, which will deliver the producers copy to the applicant with his check. In all cases where the copy of the application is delivered to the applicant with his check it will not be necessary to prepare Form ACP-85, Revised, for such applicant since the application for payment will contain all the information furnished on Form ACP-85, Revised.

B. Entries to be made on Form WR-311B in County Office

1. State and County Code and Application Serial Number. In the upper right-hand corner of the form, enter the State and county code and the application serial number assigned for purposes of the 1939 program

Note: Enter on Form WR-310B in table IV under the name of the applicant reported thereon, the application serial number assigned his application for payment Form WR-311B.

1/ Not applicable in Custer and Fremont Counties, Colorado. Special instructions will be provided for these counties.

2. Computation Sheet Number. Enter in the space provided the computation sheet number of the related Form WR-310B.
3. Work Sheet Number/s. Enter in the space provided the work sheet number/s reported on Form WR-310B.
4. Section II - Miscellaneous Farm Data
 - a. Line 1 - Total Cropland. Enter in the space provided the total cropland acreage reported on Form WR-310B, table I, item 1.
 - b. Line 2 - 1939 Sugar Beet Acreage. Enter in the space provided the 1939 sugar beet acreage, if any, reported on Form WR-310B, table I, item 2.
 - c. Line 3 - Usual Wheat Acreage. (Applicable only in California and designated areas in Oregon and Washington.) Enter the usual wheat acreage, if any, reported on Form WR-310B, table I, item 3.
5. Section III - Data in Connection with Acreage Allotments
 - a. Line 1 - Acreage Allotment. Enter in columns (b), (c), (d), (e), and (f) the acreage allotments reported on Form WR-310B, table II, line 1 for the same columns. Where the farm is a non-wheat-allotment farm enter "non" in column (c).
 - b. Line 2 - Yield per Acre. Enter in columns (c), (d), and (e) the yield reported on Form WR-310B, line 2 for the same columns.
 - c. Line 3 - 1939 Acreage. Enter in columns (b), (c), (d), (e), and (f) the acreages reported on Form WR-310B, line 5 for the same columns.
 - d. Line 4 - Applicant's Share. Enter in columns (c), (d), (e), and (f) the applicant's share in the wheat, cotton, potatoe, and commercial vegetable crops reported for such crops on Form WR-310B, table IV in column (d), lines 1 to 4, inclusive, under the name of the applicant. Where the applicant is entitled to 100% of the farm payment and 100.0% has been reported on Form WR-310B in table IV, line 7, column (d) enter 100.0% in columns (c), (d), (e), and (f) whenever an entry has been made in such columns on lines 1 or 2.
6. Section IV - Soil-Building Goal Data
 - a. Enter in the first, second, and fourth columns the data reported for such columns on Form WR-310B, table III.

- b. Enter in the space provided on line 8 the applicant's percentage contribution reported on Form WR-310B, table IV, line 5 in column (d) under the name of the applicant. Where the applicant is entitled to 100% of the farm payment and 100% has been reported on Form WR-310B in table IV, line 7, column (d) enter 100.0% as the applicant's percentage contribution.

7. Section VI - Payment Data

- a. Enter on line 1, column (c) the amount entered on Form WR-310B, table IV, line 10 in column (e) under the name of the applicant.
- b. Lines, 3, 4, and 5, section VI are provided for reporting deductions to be made from the applicant's payment because of:
- (1) Grants of aid.
 - (2) Crop insurance advances.
 - (3) Overpayments under agricultural conservation programs.
 - (4) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
 - (5) Overpayments under sugar beet programs.
 - (6) Overpayments under commodity contracts.
 - (7) Indebtedness to Commodity Credit Corporation.
 - (8) Indebtedness to Farm Security Administration.
 - (9) Indebtedness to Farm Credit Administration.
 - (10) Assignment on ACP-69 or Voluntary Request for Set-Off, AAA-372, whichever is filed first in the county office.
(It will not be necessary to have Part II of ACP-69 completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372.)

Entries are to be made on lines 3, 4, and 5 in the order of the priority established above as follows:

In Oregon and Washington only. Where a grant of aid has been made in connection with triple superphosphate and a deduction is to be made from the applicant's payment, enter in column (a), "Grant of Aid". Enter in column (b) the amount of the deduction appearing on Form WR-310B, in the space beneath table IV, column (f) under the name of the applicant.

Where an advance was made to the applicant for payment of crop insurance premium enter in column (a), "Advance on ACP-100" followed by the crop year covered by the insurance. Enter in column (b) the amount of the advance.

Where the indebtedness register shows the applicant indebted to the Agricultural Adjustment Administration or other governmental agency enter in column (a) the name of the agency to whom indebted. Enter in column (b) the amount of indebtedness to such agency.

Where a name similar to the applicant's name appears on the Register of Indebtedness but the applicant is not the person whose name appears on the register the county committee must attach a statement to Form WR-311B indicating that the applicant is not the person whose name appears on the Register of Indebtedness.

Where an applicant has assigned on Form ACP-69 an amount of payment due him under the application for payment for the farm and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, enter in column (a) the name and address of the assignee as reported on ACP-69. Enter in column (b) the amount assigned in section I of ACP-69 or the amount reported as remaining unpaid in section II of ACP-69 whichever is smaller.

Where an applicant has requested a set-off in favor of a governmental agency on Form AAA-372 enter in column (a) the name of the agency shown on AAA-372 and in column (b) the amount of the set-off requested.

NOTE: Where a form ACP-69 and a AAA-372 have been filed with respect to the same payment the form which was filed first in the county office shall be accepted and reported in Section VI of Form WR-311B. The form filed last shall be treated as being void and of no effect and shall not be reported in section VI of Form WR-311B. (The date of filing Form ACP-69 shall be the date determined in accordance with the instructions contained in ACP-70. The date of filing AAA-372 shall be the date the Certificate of County Committeeman was executed.)

- c. Enter on line 6 the name and address of the applicant as reported in table IV of Form WR-310B. Make no entry in column (b).

C. Section V. Location of other Farms, Ranching Units or Turpentine Places with Respect to which Applicant will Apply for Payment. The word "yes" or "no", whichever is applicable, must be entered in the space provided at the end of items 1, 2, and 3.

Where (1) the entry on line 1 in section VI, column (c) is in excess of \$10,000 or (2) indication has been made in section V that application/s for payment have been or will be filed with respect to (a) ranching unit in this county, (b) farm/s or ranching unit/s in other counties in this State, (c) farm/s, ranching unit/s or turpentine place/s in other States (including Alaska, Hawaii, and Puerto Rico) the applicant should be advised, if an individual, partnership, or estate, that the total of all 1939 payments, authorized under section 8 of the Soil Conservation and Domestic Allotment Act, as amended made to such applicant in the State can not exceed \$10,000.^{1/} If the applicant is other than an individual, partnership, or estate, the applicant should be advised that the total of all 1939 payments made under the above Act to such applicant in the United States can not exceed \$10,000.^{1/} (The \$10,000 represents the gross payment to be made the applicant and is subject to his pro rata share of deductions for county association administrative expenses.)

^{1/} The \$10,000 payment limitation does not apply to payments made under the Sugar and Price Adjustment Programs.

- D. Section VII. The applicant must sign in the space provided, and his signature must conform to the requirements in ACP-16. It must agree with the typed name entered on line 6, section VI. If the typed name is incorrect, it should be corrected to agree with the signature. The date of signing should be inserted in the space provided.
- E. Section VIII. Certification of County Committee. This section of the form shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the county committee. Where a reduction is being made in the landlord or operator's share of the payment because of a change in leasing arrangements in 1939 or a reduction in the number of share tenants or sharecroppers which the county committee has disapproved, a certification to this effect should be made in this section.
- F. Corrections Made on Form WR-311B. If it is found necessary to correct an entry appearing on the form to make it agree with the corresponding Form WR-310B a light line should be drawn through the entry in such a manner that the original figure will remain legible. The correct entry should then be entered above or to the side of the incorrect entry and be initialed by the county committeeman who signs the form. Where a form is returned by the State office and corrections are made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available, another county committeeman may initial each correction in his stead and sign his name immediately below the name of the county committeeman who signed the form originally in section VIII.
- G. Important. If at the time a Form WR-311B is being prepared it is discovered that the related Form WR-310B is in error, the Form WR-311B shall not be completed until a corrected Form WR-310B has been forwarded to the State office and the approved copy returned by that office.
- H. Where the county committee finds that a person has overplanted or caused the overplanting of an acreage allotment which was or could have been established for a separately owned tract of land in a combination farm and the person refuses to cooperate with other producers having an interest in such farm in making an equitable adjustment with respect to the crop payment, the total amount of the payment computed for such person with respect to the farm shall be withheld.

It is the responsibility of the county committee to determine whether or not the owner or operator of any tract on which an overplanting occurs is actually responsible for such overplanting. Before denying any person responsible for an overplanting the right to file Form WR-311B, the county committee will also determine that such person refused to cooperate in making an equitable adjustment of the payment which could be made with respect to the crop which was overseeded. In view of the fact that these determinations may be rather difficult to make, it is suggested that, if possible, the county committee obtain written statements of fact from all persons interested in the farm. All written evidence and statements of fact will be filed in the county office.

In cases where the county committee determines that the payment otherwise due a person shall be withheld for the reasons set forth above, the person whose payment is being withheld will not be permitted to sign Form WR-311B.

- I. Where a cotton producer to whom a "white" cotton marketing card was issued for the 1938-39 marketing year, has used such card to have ginned as his own, cotton produced by producers who were issued "red" marketing cards, and the county committee upon investigating has determined that the misuse of the "white" cotton marketing card has resulted in an erroneous cotton yield being reported for such producer's farm, payments otherwise due the producers to whom the "white" and "red" cotton marketing cards were issued shall be withheld. Such persons shall not be permitted to sign Forms WR-311B. In such cases a notation shall be inserted on Forms WR-310B, table IV under the name of the applicant to the effect that the payment is withheld because of improper use of "white" cotton marketing card.
- J. The foregoing instructions set forth the requirements which must be met before the applications for payment can be approved in the State office; it is therefore essential that a thorough check be made of the completed forms to determine that all necessary entries and certifications have been made and all statements attached as required before the forms are forwarded to the State office.

N. E. Dodd

Director, Western Division.

Issued July 27, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

County Office Procedure
for the preparation of

FORMS WR-312, "APPLICATION FOR PAYMENT - MULTIPLE FARMS",
WR-312A, "SECTION I - CONTINUATION SHEET - AREA A",
WR-312B, "SECTION I - CONTINUATION SHEET - AREA B"

A. Use of Forms WR-312, WR-312A and WR-312B.

1. Form WR-312 (Application for Payment - Multiple Farms) has been provided for use by any person who is eligible to file application for payment with respect to more than one farm in a county. There will be incorporated into and made a part of such application for payment, Form WR-312A (Continuation Sheet - Area A) or Form WR-312B (Continuation Sheet - Area B) containing data for each individual farm in the county which such person operates or rents to other person/s.

B. How to Prepare Forms WR-312, WR-312A and WR-312B. These forms have been printed in speedisets of an original and three copies. After the forms have been properly executed in accordance with instructions contained herein, the entire speediset will be transmitted to the State office. After the application is certified for payment the second and third copies of each set will be returned to the county office. One copy will be delivered to the applicant with his check. In all cases where the copy of the application is delivered to the applicant with his check, it will not be necessary to prepare Form ACP-85, Revised since the application will contain all information furnished on Form ACP-85, Revised.

Important. Where the county committee finds that a person has overplanted or caused the overplanting of an acreage allotment which was or could have been established for a separately-owned tract of land in a combination farm and the person refuses to cooperate with other producers having an interest in such farm in making an equitable adjustment with respect to the crop payment, the total amount of the payment computed for such person with respect to the farm shall be withheld.

It is the responsibility of the county committee to determine whether or not the owner or operator of any tract on which an overplanting occurs is actually responsible for such overplanting. Before denying any person responsible for an overplanting the right to file Form WR-312A or WR-312B for a particular farm, the county committee will also determine that such person refused to cooperate in making an equitable adjustment of the payment which could be made with respect to the crop which was overseeded. In view

of the fact that these determinations may be rather difficult to make, it is suggested that, if possible, the county committee obtain written statements of fact from all persons interested in the farm. All written evidence and statements of fact will be filed in the county office.

In cases where the county committee determines that the payment otherwise due a person with respect to a farm shall be withheld for reasons set forth above, Form WR-312A or WR-312B shall not be prepared for such farm unless a net deduction has been computed for the applicant. Where a Form WR-312A or WR-312B is not to be prepared the notation "Payment Withheld" should be made in table VII of Form WR-310A or table IV of WR-310B in a conspicuous place under the name of the person whose payment is being withheld.

1. Form WR-312A. Form WR-312A contains two sets of tables which are to be used for recording farm data in connection with two of the farms included under the application for payment. As many Forms WR-312A as are necessary to include all farms covered by the application for payment will be prepared. The set of tables for each individual farm will be prepared in accordance with instructions contained in WRC-39-19 (Area A) paragraphs B, 2 to B, 7, inclusive.

Enter in the upper right-hand corner of each Form WR-312A the State and county code and application serial number assigned the related Form WR-312.

Reference in WRC-39-19 (Area A) to sections II, III, IV, and V shall be construed to mean tables I, II, III, and IV respectively for purposes of making entries on Forms WR-312A.

2. Form WR-312B. Form WR-312B contains three sets of tables which are to be used for recording farm data in connection with three of the farms included under the application for payment. As many Forms WR-312B as are necessary to include all farms covered by the application for payment will be prepared. The set of tables for each individual farm will be prepared in accordance with instructions contained in WRC-39-19 (Area B) paragraphs B, 2 to B, 6, inclusive.

Enter in the upper right-hand corner of each Form WR-312B the State and county code and application serial number assigned the related Form WR-312.

Reference in WRC-39-19 (Area B) to sections II, III, and IV shall be construed to mean tables I, II, and III for purposes of making entries on Forms WR-312B.

3. Form WR-312.

- a. State and County Code and Application Serial Number. Enter in the space provided the State and county code and the application serial number assigned for the purposes of the 1939 program.

Note: Enter on Forms WR-310A in table VII or WR-310B in table IV under the name of the applicant the serial number assigned his application for payment, Form WR-312.

b. Section II - Summary of Payments and Deductions.

- (1) Column (a) - Computation Sheet Number. Enter the Computation Sheet Number of the Forms WR-310A or WR-310B for each farm to be included under the application for payment.
- (2) Column (b) - Deduction. Enter for each computation sheet reported in column (a) the entry, if any, reported on the Form WR-310A, table VII, column (f), line 12 or on Form WR-310B, table IV, column (f), line 8, under the name of the applicant.
- (3) Column (c) - Increased Payment. Enter in this column for each Computation Sheet reported in column (a) the entry reported on such Form WR-310A, table VII in column (e), line 14, or on Form WR-310B, table IV, column (e), line 10, under the name of the applicant.
- (4) Column (e) - Amount Assigned Remaining Unpaid. Where for any farm included under the application for payment, the applicant has assigned on ACP-69 an amount of the payment due him, and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, the amount assigned in section I of ACP-69 or the amount reported as remaining unpaid in section II of ACP-69, whichever amount is the smaller, shall be entered in column (c) opposite the Computation Sheet Number.
- (5) Column (g) - Name of Assignee. Where an amount has been entered in column (e) enter in column (g) on the same line the name of the person/s in whose favor the assignment was made.
- (6) Column (h) - Address of Assignee. Where the name of an assignee has been entered in column (g) enter on the same line the address of the assignee.
- (7) Lines, 4, 5, and 6, section II are provided for reporting deductions to be made from the applicant's payment because of:
 - (a) Grants of aid.
 - (b) Crop insurance advances.
 - (c) Overpayments under agricultural conservation programs.
 - (d) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
 - (e) Overpayments under sugar beet programs.
 - (f) Overpayments under commodity contracts.
 - (g) Indebtedness to Commodity Credit Corporation.
 - (h) Indebtedness to Farm Security Administration.
 - (i) Indebtedness to Farm Credit Administration.

Entries are to be made on lines 4, 5, and 6 in the order of the priority established above as follows:

In Oregon and Washington Only. Supplementary instructions will be provided for handling cases involving Grants of Aid.

Where an advance was made to the applicant for payment of crop insurance premium enter "Advance on ACP-100" followed by the crop year covered by the insurance. Enter in column (b) the amount of the advance.

Where the indebtedness register shows the applicant indebted to the Agricultural Adjustment Administration or other governmental agency enter the name of the agency to whom indebted. Enter in column (b) the amount of indebtedness to such agency.

Where a name similar to the applicant's name appears on the Register of Indebtedness but the applicant is not the person whose name appears on the register the county committee must attach a statement to Form WR-312 indicating that the applicant is not the person whose name appears on the Register of Indebtedness.

Where an applicant has requested a set-off in favor of a governmental agency on Form AAA-372 enter the name of the agency shown on AAA-372 and in column (b) the amount of the set-off requested.

- (8) Enter on line 7 the name and address of the applicant as reported in table VII of Form WR-310A or table IV of Form WR-310B. Make no entry in column (b).

C. Section III - Location of other Farms, Ranching Units, or Turpentine Places with Respect to Which Applicant will Apply for Payments. The word "yes" or "no", whichever is applicable, must be entered in the space provided for each of items 1, 2, and 3.

Where "yes" has been entered in item 1 or 2 only, the applicant should be advised that the total of all 1939 payments authorized under section 8 of the Soil Conservation and Domestic Allotment Act, as amended, made to such applicant cannot exceed \$10,000. ^{1/} Where "Yes" has been entered in item 3 the applicant, if other than an individual, partnership, or estate, should be advised that the total of all payments to be made in the United States under the above Act to such applicant cannot exceed \$10,000. ^{1/} (The \$10,000 represents the gross payment to be made to the applicant and is subject to his pro rata share of deduction for county association administrative expense.)

- D. Signature of Applicant. The applicant shall sign in the space provided in section III of the form. The signature must conform to the requirements in ACP-16 and must agree with the name of the applicant inserted on line 7, section II. If the typed name is incorrect, it should be corrected to agree with the signature. The date of signature should be entered in the space provided in Section III.

^{1/} The \$10,000 payment limitation does not apply to payments made under the Sugar and Price Adjustment Programs.

- E. Section IV - Certificate of County Committee. A county committeeman who is authorized to sign for and on behalf of the county committee shall sign in the space provided in section IV of the form. Where a reduction is being made in the landlord or operator's share of the payment because of a change in leasing arrangements in 1939 or a reduction in the number of share-tenants or share-croppers which the county committee has disapproved, a certification to this effect and the serial number of the Form WR-310A or WR-310B for the farm involved will be made in this section. Where an outstanding deduction has been computed on any related Form WR-310A, in table VII, column (f), line 12 or WR-310B, table IV, column (f), line 8 under the name of the applicant, the county committee must indicate in this section whether or not the applicant is a sharecropper.
- F. Corrections Made on Forms WR-312, WR-312A, and WR-312B. If it is found necessary to correct a figure appearing on any of the aforesaid forms in order to bring them into agreement with Form WR-310A or WR-310B, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should be entered above or to the side of the incorrect figure and then be initialed by the county committeeman who signed the Form WR-312. (If a form is returned by the State office and corrections are made thereon, the foregoing shall apply except that if the county committeeman who signed the form is not available to initial the corrections, another county committeeman shall initial each correction and shall sign in Section IV of Form WR-312 immediately below the signature of the committeeman who originally signed the application.)
- G. Important. If at the time Forms WR-312, WR-312A, or WR-312B are being prepared it is discovered that the related Form WR-310A or WR-310B is in error, Forms WR-312, WR-312A, or WR-312B shall not be completed until a corrected Form WR-310A or WR-310B has been forwarded to the State office and the approved copy returned by that office.
- H. Where a cotton producer to whom a "white" cotton marketing card was issued for the 1938-39 marketing year, has used such card to have ginned as his own, cotton produced by producers who were issued "red" marketing cards, and the county committee upon investigating has determined that the misuse of the "white" cotton marketing card has resulted in an erroneous cotton yield being reported for such producer's farm, payments otherwise due the producers to whom the "white" and "red" cotton marketing cards were issued shall be withheld. Such persons shall not be permitted to sign Form WR-312. In such cases a notation shall be inserted on Form WR-310A, Table VII or WR-310B, Table IV under the name of the applicant to the effect that the payment is withheld because of improper use of "white" cotton marketing cards.
- I. The foregoing instructions set forth the requirements which must be met before the application for payment can be approved in the State office. It is therefore essential that a thorough check be made of the completed forms to determine that all necessary entries and certifications have been made and all statements attached as required before the forms are transmitted to the State office.

N. E. Todd

Director, Western Division

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

OFFICE PROCEDURE

County Office Procedure
for the preparation of
FORMS WR-312, "APPLICATION FOR PAYMENT - MULTIPLE FARMS",
WR-312A, "SECTION I - CONTINUATION SHEET - AREA A",
WR-312B, "SECTION I - CONTINUATION SHEET - AREA B"

A. Use of Forms WR-312, WR-312A and WR-312B.

1. Form WR-312 (Application for Payment - Multiple Farms) has been provided for use by any person who is eligible to file application for payment with respect to more than one farm in a county. There will be incorporated into and made a part of such application for payment, Form WR-312A (Continuation Sheet - Area A) or Form WR-312B (Continuation Sheet - Area B) containing data for each individual farm in the county which such person operates or rents to other person/s.

B. How to Prepare Forms WR-312, WR-312A and WR-312B. These forms have been printed in speedisets of an original and three copies. After the forms have been properly executed in accordance with instructions contained herein, the entire speediset will be transmitted to the State office. After the application is certified for payment the second and third copies of each set will be returned to the county office. One copy will be delivered to the applicant with his check. In all cases where the copy of the application is delivered to the applicant with his check, it will not be necessary to prepare Form ACP-85, Revised since the application will contain all information furnished on Form ACP-85, Revised.

Important. Where the county committee finds that a person has overplanted or caused the overplanting of an acreage allotment which was or could have been established for a separately-owned tract of land in a combination farm and the person refuses to cooperate with other producers having an interest in such farm in making an equitable adjustment with respect to the crop payment, the total amount of the payment computed for such person with respect to the farm shall be withheld.

It is the responsibility of the county committee to determine whether or not the owner or operator of any tract on which an overplanting occurs is actually responsible for such overplanting. Before denying any person responsible for an overplanting the right to file Form WR-312A or WR-312B for a particular farm, the county committee will also determine that such person refused to cooperate in making an equitable adjustment of the payment which could be made with respect to the crop which was overseeded. In view

of the fact that these determinations may be rather difficult to make, it is suggested that, if possible, the county committee obtain written statements of fact from all persons interested in the farm. All written evidence and statements of fact will be filed in the county office.

In cases where the county committee determines that the payment otherwise due a person with respect to a farm shall be withheld for reasons set forth above, Form WR-312A or WR-312B shall not be prepared for such farm unless a net deduction has been computed for the applicant. Where a Form WR-312A or WR-312B is not to be prepared the notation "Payment Withheld" should be made in table VII of Form WR-310A or table IV of WR-310B in a conspicuous place under the name of the person whose payment is being withheld.

1. Form WR-312A. Form WR-312A contains two sets of tables which are to be used for recording farm data in connection with two of the farms included under the application for payment. As many Forms WR-312A as are necessary to include all farms covered by the application for payment will be prepared. The set of tables for each individual farm will be prepared in accordance with instructions contained in WRC-39-19 (Area A) paragraphs B, 2 to B, 7, inclusive.

Enter in the upper right-hand corner of each Form WR-312A the State and county code and application serial number assigned the related Form WR-312.

Reference in WRC-39-19 (Area A) to sections II, III, IV, and V shall be construed to mean tables I, II, III, and IV respectively for purposes of making entries on Forms WR-312A.

2. Form WR-312B. Form WR-312B contains three sets of tables which are to be used for recording farm data in connection with three of the farms included under the application for payment. As many Forms WR-312B as are necessary to include all farms covered by the application for payment will be prepared. The set of tables for each individual farm will be prepared in accordance with instructions contained in WRC-39-19 (Area B) paragraphs B, 2 to B, 6, inclusive.

Enter in the upper right-hand corner of each Form WR-312B the State and county code and application serial number assigned the related Form WR-312.

Reference in WRC-39-19 (Area B) to sections II, III, and IV shall be construed to mean tables I, II, and III for purposes of making entries on Forms WR-312B.

3. Form WR-312.

- a. State and County Code and Application Serial Number. Enter in the space provided the State and county code and the application serial number assigned for the purposes of the 1939 program.

Note: Enter on Forms WR-310A in table VII or WR-310B in table IV under the name of the applicant the serial number assigned his application for payment, Form WR-312.

b. Section II - Summary of Payments and Deductions.

- (1) Column (a) - Computation Sheet Number. Enter the Computation Sheet Number of the Forms WR-310A or WR-310B for each farm to be included under the application for payment.
- (2) Column (b) - Deduction. Enter for each computation sheet reported in column (a) the entry, if any, reported on the Form WR-310A, table VII, column (f), line 12 or on Form WR-310B, table IV, column (f), line 8, under the name of the applicant.
- (3) Column (c) - Increased Payment. Enter in this column for each Computation Sheet reported in column (a) the entry reported on such Form WR-310A, table VII in column (e), line 14, or on Form WR-310B, table IV, column (e), line 10, under the name of the applicant.
- (4) Column (e) - Amount Assigned Remaining Unpaid. Where for any farm included under the application for payment, the applicant has assigned on ACP-69 an amount of the payment due him, and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, the amount assigned in section I of ACP-69 or the amount reported as remaining unpaid in section II of ACP-69, whichever amount is the smaller, shall be entered in column (e) opposite the Computation Sheet Number.
- (5) Column (g) - Name of Assignee. Where an amount has been entered in column (e) enter in column (g) on the same line the name of the person/s in whose favor the assignment was made.
- (6) Column (h) - Address of Assignee. Where the name of an assignee has been entered in column (g) enter on the same line the address of the assignee.
- (7) Lines, 4, 5, and 6, section II are provided for reporting deductions to be made from the applicant's payment because of:
 - (a) Grants of aid.
 - (b) Crop insurance advances.
 - (c) Overpayments under agricultural conservation programs.
 - (d) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
 - (e) Overpayments under sugar beet programs.
 - (f) Overpayments under commodity contracts.
 - (g) Indebtedness to Commodity Credit Corporation.
 - (h) Indebtedness to Farm Security Administration.
 - (i) Indebtedness to Farm Credit Administration.

Entries are to be made on lines 4, 5, and 6 in the order of the priority established above as follows:

In Oregon and Washington Only. Supplementary instructions will be provided for handling cases involving Grants of Aid.

Where an advance was made to the applicant for payment of crop insurance premium enter "Advance on ACP-100" followed by the crop year covered by the insurance. Enter in column (b) the amount of the advance.

Where the indebtedness register shows the applicant indebted to the Agricultural Adjustment Administration or other governmental agency enter the name of the agency to whom indebted. Enter in column (b) the amount of indebtedness to such agency.

Where a name similar to the applicant's name appears on the Register of Indebtedness but the applicant is not the person whose name appears on the register the county committee must attach a statement to Form WR-312 indicating that the applicant is not the person whose name appears on the Register of Indebtedness.

Where an applicant has requested a set-off in favor of a governmental agency on Form AAA-372 enter the name of the agency shown on AAA-372 and in column (b) the amount of the set-off requested.

- (8) Enter on line 7 the name and address of the applicant as reported in table VII of Form WR-310A or table IV of Form WR-310B. Make no entry in column (b).

C. Section III - Location of other Farms, Ranching Units, or Turpentine Places with Respect to Which Applicant will Apply for Payments. The word "yes" or "no", whichever is applicable, must be entered in the space provided for each of items 1, 2, and 3.

Where "yes" has been entered in item 1 or 2 only, the applicant should be advised that the total of all 1939 payments authorized under section 8 of the Soil Conservation and Domestic Allotment Act, as amended, made to such applicant cannot exceed \$10,000. ^{1/} Where "Yes" has been entered in item 3 the applicant, if other than an individual, partnership, or estate, should be advised that the total of all payments to be made in the United States under the above Act to such applicant cannot exceed \$10,000. ^{1/} (The \$10,000 represents the gross payment to be made to the applicant and is subject to his pro rata share of deduction for county association administrative expense.)

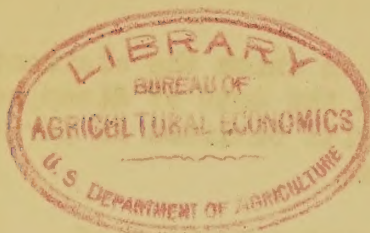
- D. Signature of Applicant. The applicant shall sign in the space provided in section III of the form. The signature must conform to the requirements in ACP-16 and must agree with the name of the applicant inserted on line 7, section II. If the typed name is incorrect, it should be corrected to agree with the signature. The date of signature should be entered in the space provided in Section III.

^{1/} The \$10,000 payment limitation does not apply to payments made under the Sugar and Price Adjustment Programs.

- E. Section IV - Certificate of County Committee. A county committeeman who is authorized to sign for and on behalf of the county committee shall sign in the space provided in section IV of the form. Where a reduction is being made in the landlord or operator's share of the payment because of a change in leasing arrangements in 1939 or a reduction in the number of share-tenants or share-croppers which the county committee has disapproved, a certification to this effect and the serial number of the Form WR-310A or WR-310B for the farm involved will be made in this section. Where an outstanding deduction has been computed on any related Form WR-310A, in table VII, column (f), line 12 or WR-310B, table IV, column (f), line 8 under the name of the applicant, the county committee must indicate in this section whether or not the applicant is a sharecropper.
- F. Corrections Made on Forms WR-312, WR-312A, and WR-312B. If it is found necessary to correct a figure appearing on any of the aforesaid forms in order to bring them into agreement with Form WR-310A or WR-310B, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should be entered above or to the side of the incorrect figure and then be initialed by the county committeeman who signed the Form WR-312. (If a form is returned by the State office and corrections are made thereon, the foregoing shall apply except that if the county committeeman who signed the form is not available to initial the corrections, another county committeeman shall initial each correction and shall sign in Section IV of Form WR-312 immediately below the signature of the committeeman who originally signed the application.)
- G. Important. If at the time Forms WR-312, WR-312A, or WR-312B are being prepared it is discovered that the related Form WR-310A or WR-310B is in error, Forms WR-312, WR-312A, or WR-312B shall not be completed until a corrected Form WR-310A or WR-310B has been forwarded to the State office and the approved copy returned by that office.
- H. Where a cotton producer to whom a "white" cotton marketing card was issued for the 1938-39 marketing year, has used such card to have ginned as his own, cotton produced by producers who were issued "red" marketing cards, and the county committee upon investigating has determined that the misuse of the "white" cotton marketing card has resulted in an erroneous cotton yield being reported for such producer's farm, payments otherwise due the producers to whom the "white" and "red" cotton marketing cards were issued shall be withheld. Such persons shall not be permitted to sign Form WR-312. In such cases a notation shall be inserted on Form WR-310A, Table VII or WR-310B, Table IV under the name of the applicant to the effect that the payment is withheld because of improper use of "white" cotton marketing cards.
- I. The foregoing instructions set forth the requirements which must be met before the application for payment can be approved in the State office. It is therefore essential that a thorough check be made of the completed forms to determine that all necessary entries and certifications have been made and all statements attached as required before the forms are transmitted to the State office.

N. E. Todd

Director, Western Division



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 PRICE ADJUSTMENT PAYMENT PROGRAM

Preparation of
FORM ACP-103

I. Use of Form ACP-103

Form ACP-103 has been prepared for use by eligible persons who wish to make claim for the proceeds of any 1939 price adjustment payment check payable to a person who is deceased, incompetent or has disappeared. At present this form is for use in connection with price adjustment payments only. If future legislation permits its use in connection with checks issued under any other program, you will be immediately advised.

Form ACP-103 is supplied in speedisets consisting of the original and three copies. After the form is completely executed in the county office, the original and first copy shall be forwarded to the State office. One copy will be kept in the county office and the third copy will be given to the claimant.

II. Responsibility of the county committee in connection with the execution of form ACP-103.

The instructions for executing ACP-103 are printed on the reverse side of the form; however, in addition to determining that all of the required information has been entered on the form, the county office shall make certain that -

1. Each person who files a form ACP-103 is entitled to all or a part of the proceeds of the check; each such person is named in section 9 of P-1 as one eligible to claim the proceeds of the check in question.
2. There is no other person whose eligibility to receive the proceeds of the check takes priority over the eligibility of the person filing the ACP-103. Eligible claimants are entitled to payment in the order listed in section 9 of P-1. For example, if a mother or father of an incompetent payee is filing ACP-103, the county committee must be sure that the incompetent payee has no living spouse, adult son, adult daughter, or adult grandchild, inasmuch as each such person's right to file claim takes priority over the right of the mother or father. This is important because the State office will assume that the persons having prior rights do not exist when their names do not appear on ACP-103.

SEP 14 1939

W52 W52

3. If the payee of the check has disappeared; the date on which the claimant is filing ACP-103 is at least 3 months later than the date of disappearance entered in paragraph 1; and that the affidavits outlined in paragraph (b), section 9 of P-1 are presented to them.
4. Where a minor child is entitled to receive an amount in excess of \$500, the person filing form ACP-103 on behalf of such child is his legal guardian.
5. If the payee has been declared incompetent, and the amount of the check issued to such incompetent payee is in excess of \$500, the person/s filing ACP-103 is the legally appointed guardian or committee of the incompetent producer.

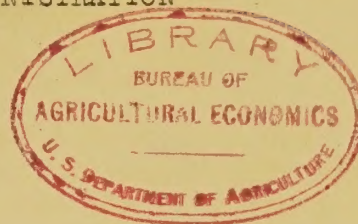
It is important that determinations with respect to the above-enumerated points be made before form ACP-103 is signed by a committeeman, who is required to certify that the claim is being filed by the proper persons and in accordance with the regulations.

N. E. Todd

Director, Western Division.

1.42
W52 WH
1939 no. 102
DEC 10 1938UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

Washington, D. C.



October 12, 1938

TO STATE AGRICULTURAL CONSERVATION COMMITTEES WESTERN REGION:

Re: Methods suggested for determining total soil-depleting acreage allotments for individual farms under the 1939 Agricultural Conservation Program.

There are several factors which limit in some degree the size of the total soil-depleting allotment which may be determined for a farm. The most important of these factors are (1) cropland, (2) usual acreage of all soil-depleting crops grown on the farm, and (3) the differences in the amounts of reduction required in the various special crops and in general crops. Also there are other factors which affect the size of total allotments, such as crop-rotation practices, type of soil, topography of the land, tendency to erode, etc. The most difficult factor to handle without becoming involved in a series of calculations is the variation in the amounts of reduction required in special crops and in general crops, because if the amount of reduction were the same in each case, the total allotments could be calculated as a flat percentage of the usual acreage of all soil-depleting crops.

- (1) Method suggested for use in counties where no special crop allotments are applicable, or where the relationship of special crop acreages to all crops is fairly equal for all farms:

In all such counties, total soil-depleting allotments might be determined by applying a uniform percentage factor to the usual acreage of all soil-depleting crops for each farm, as shown on the 1938 listing sheet with any adjustments that might be necessary in order to insure that the usual acreage of all soil-depleting crops for each farm is comparable with the usual acreages for all other similar farms from the standpoints of type of soil, rotation practices, topography, etc.

- (2). Method suggested for use in counties where special crop acreages are not equally distributed among all farms in the county, but where such special crops are grown in well defined areas within the county:

The same method suggested in (1) above might be used after dividing the county into areas on the basis of the relationship of special crops to all crops and establishing a total soil-depleting allotment for each such area.

- (3). Method suggested for use in counties where there is little or no rotation of crops and where the usual acreages of special crops do not vary materially from year to year on any farm:

In such counties, total soil-depleting allotments might be approximated by subtracting from the 1938 total soil-depleting allotment for each farm the difference between the 1938 and 1939 wheat acreage allotments for the farm. This could be done on the assumption that the 1939 allotments for other special crops will not be materially different from those established in 1938.

- (4). Method suggested for use in counties where there is considerable diversity of crops, or where special crop allotments are materially affected by crop-rotation practices:

In such counties it may be necessary to determine total soil-depleting allotments by first calculating a usual acreage for each special crop involved, subtracting the sum of such usual acreages from the usual acreage of all soil-depleting crops and applying to the remainder a percentage factor to determine a general crop allotment or acreage. The total allotment would be the sum of the special crop allotments plus the general crop allotment or acreage. This is essentially the same method as that prescribed for 1938.

By use of the simplest appropriate method, county committees should have the 1939 farm acreage allotments established soon after receiving the 1939 county allotments.